

PARA Cheat Sheet

A Universal System for Digital Organizing by Tiago Forte

Imagine if you could **organize your entire digital life**, including the dozens of different platforms and apps that you use, within a simple system.

Imagine if that system supported and enabled you to reach your most important goals, **without requiring tedious filing or time-consuming maintenance**.

And finally, imagine if you could implement this system in just **15 minutes, with minimal effort**.

Welcome to PARA, a universal system for digital organizing I've developed over the past 10 years. It is part of my course and methodology **Building a Second Brain**, in which I've taught thousands of high performers how to **leverage the full power of their ideas to amplify their creative output**.

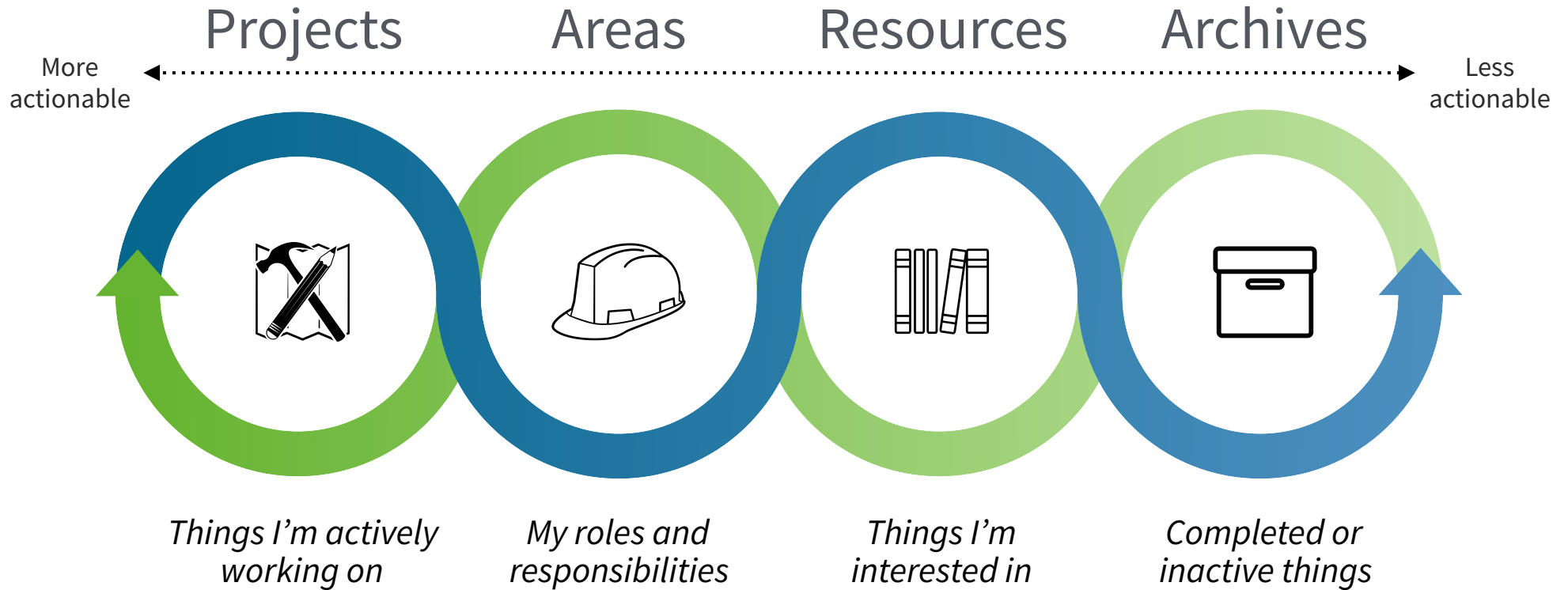
Click here for a free introduction to the system, including instructions for coming up with the right folders, guidelines for deciding what goes where, and common pitfalls I've observed from helping thousands of people implement it.

On the next page, you'll see a succinct summary of the four main buckets that encompass every file, note, or document across your digital life. Here are a few other **key guidelines to keep in mind**:

















- **Organize by *project***, not by topic (such as *psychology* or *marketing*) or kind of information (*quotes*, *book notes*, *insights*)
- **Projects** have a goal and a completion date; **Areas** have a standard to maintain indefinitely
- **Areas are ongoing responsibilities** (for *personally relevant* info); **Resources are interests** or research (for *generally useful* info)
- A Project without a Goal is a **hobby**, and a Goal without a Project is a **dream**
- Move notes (or even entire notebooks) ***opportunistically***, when you notice they fit better somewhere else, rather than on a schedule
- **Move quickly, touch lightly**, making quick, intuitive decisions about where something goes, rather than trying to categorize it perfectly

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examples

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|--|--|---|---|
|  Product launch |  Productivity |  Science Fiction |  Completed event |
|  Birthday party |  Health |  Recipes |  Inactive side project |
|  Sales presentation |  Travel |  Gardening |  Last year's marathon |
|  Marathon training |  Finances |  Slide templates |  Past client project |