02 P.A.R.A.: Organizing for Insight

Intention of the Unit

To organize your existing notes and files with a cross-platform system that supports capture, organization, and retrieval of your ideas

"How do I organize Evernote?"

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everyone

1 universal	2 flexible	3 simple	4 actionable
5 cross-platform	6 outcome-oriented	7 modular	8 opportunistic

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P.A.R.A.

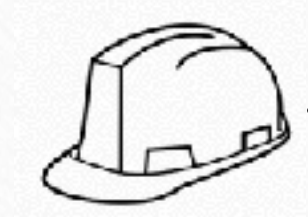projects   areas   resources   archives
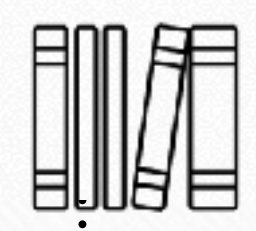
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Definitions

project

A series of tasks linked to a goal,
with a deadline

area of responsibility

A sphere of activity with a
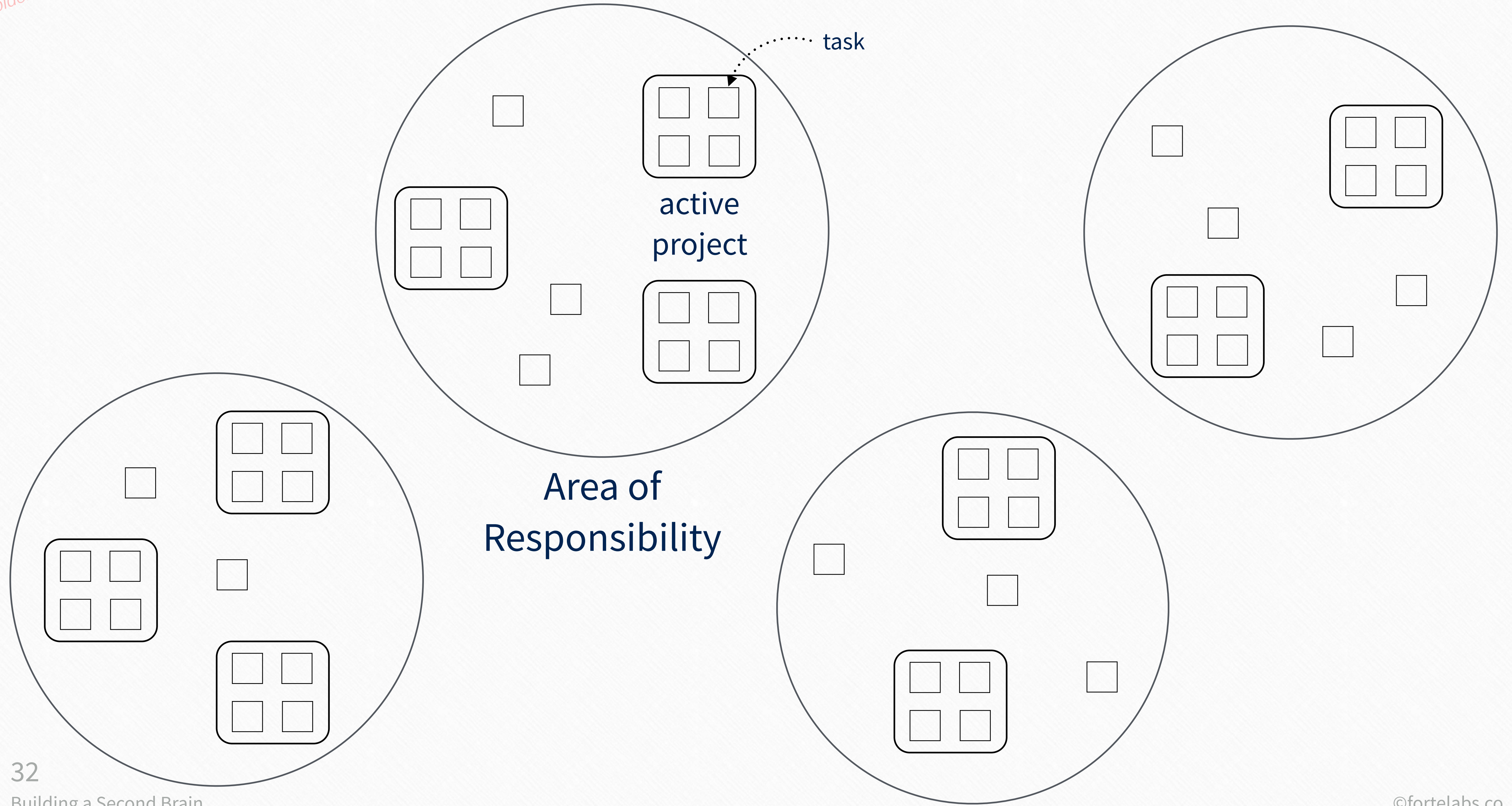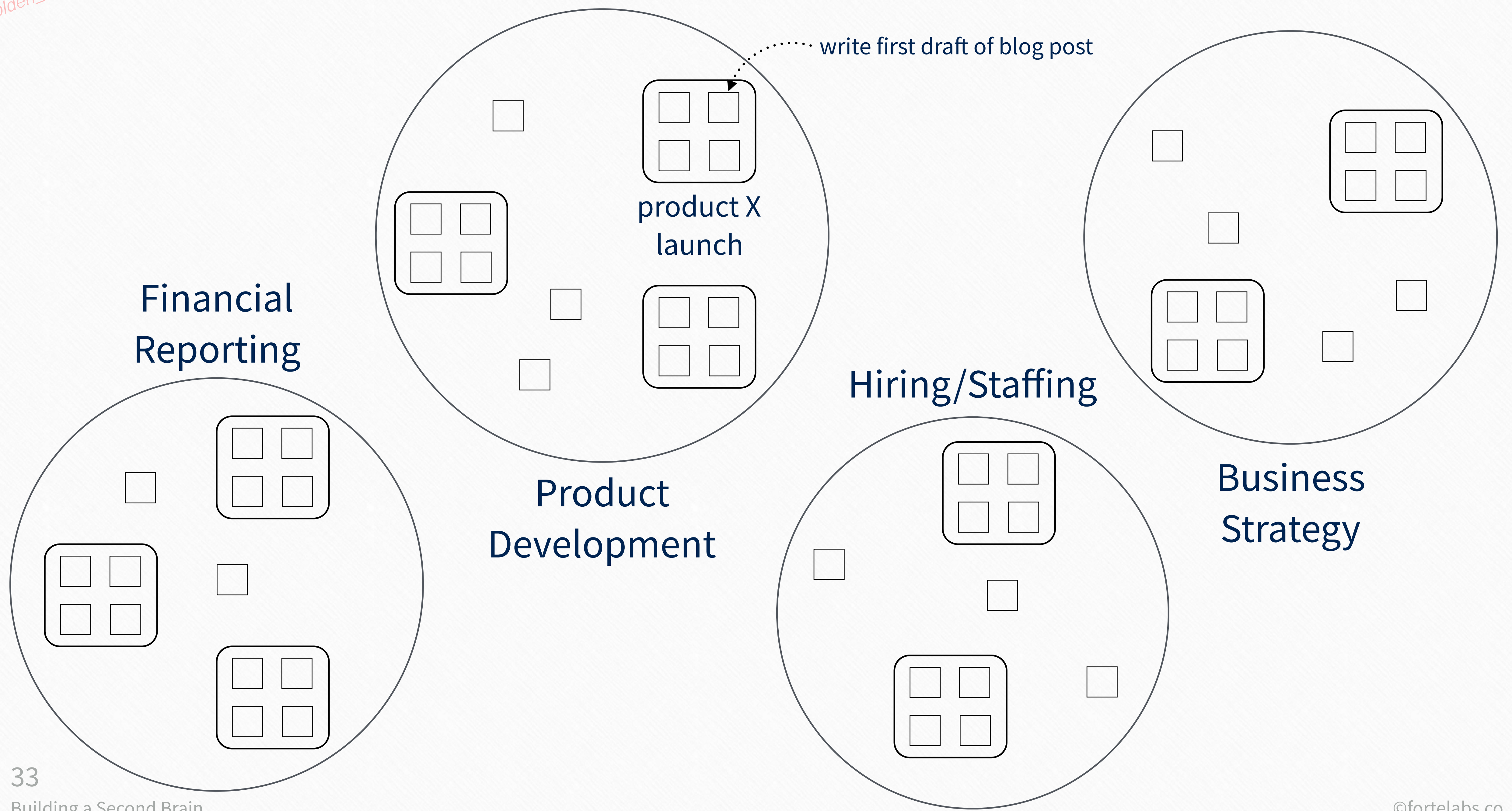standard to be maintained over time

resource

A topic or theme of ongoing interest

archive

Inactive items from the other 3 categories

task

active
project

Area of
Responsibility

write first draft of blog post

Financial Reporting

Product Development

product X launch

Hiring/Staffing

Business Strategy

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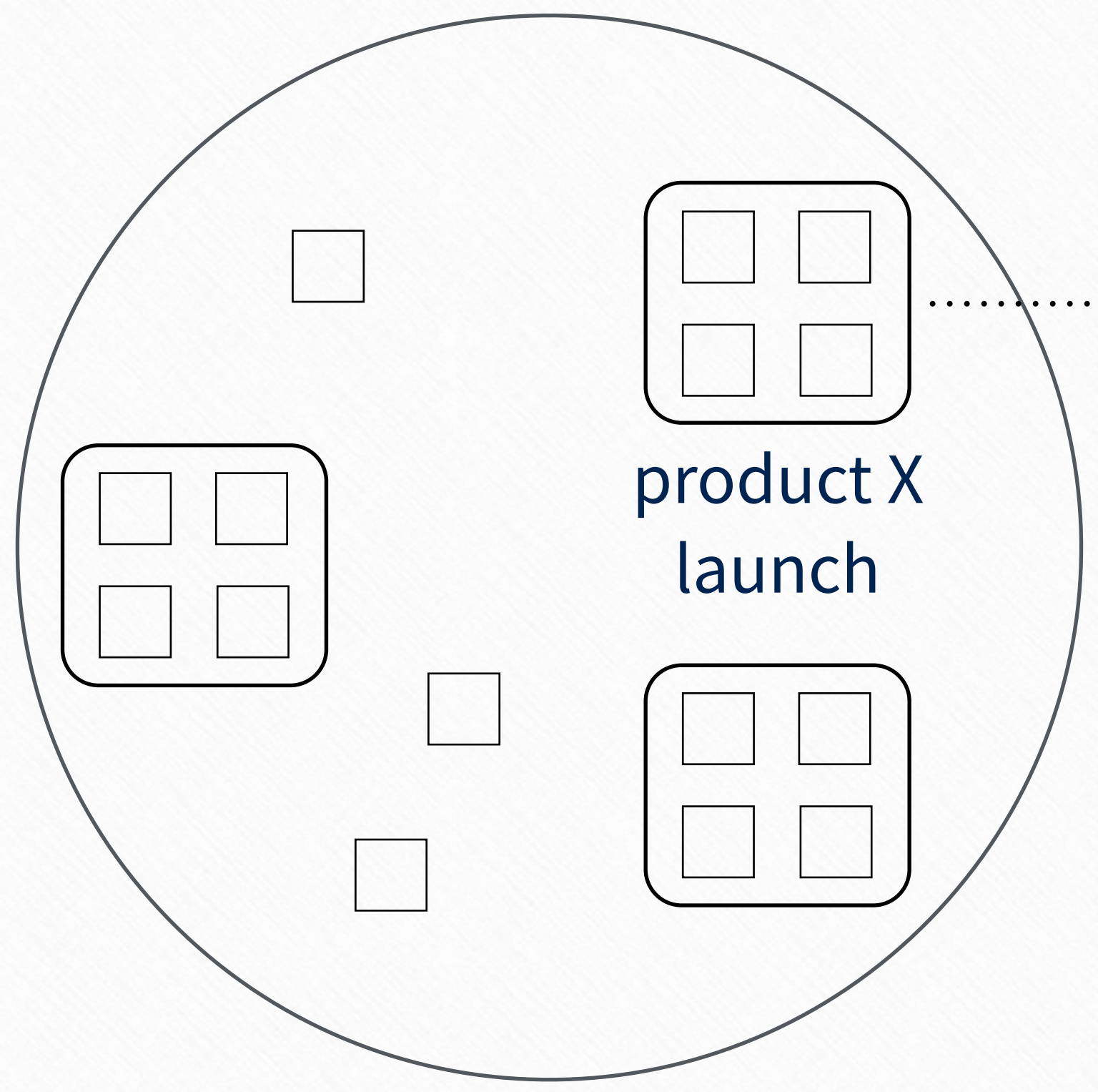
active project

① <u>goal</u> to be achieved

② has a deadline

area of responsibility

① <u>standard</u> to be maintained

② indefinite end date

Areas of Responsibility
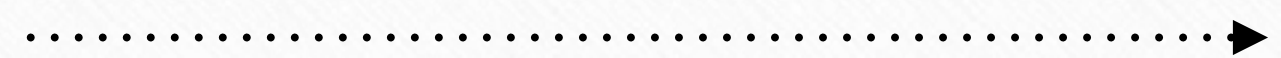## ~~Project~~ list?
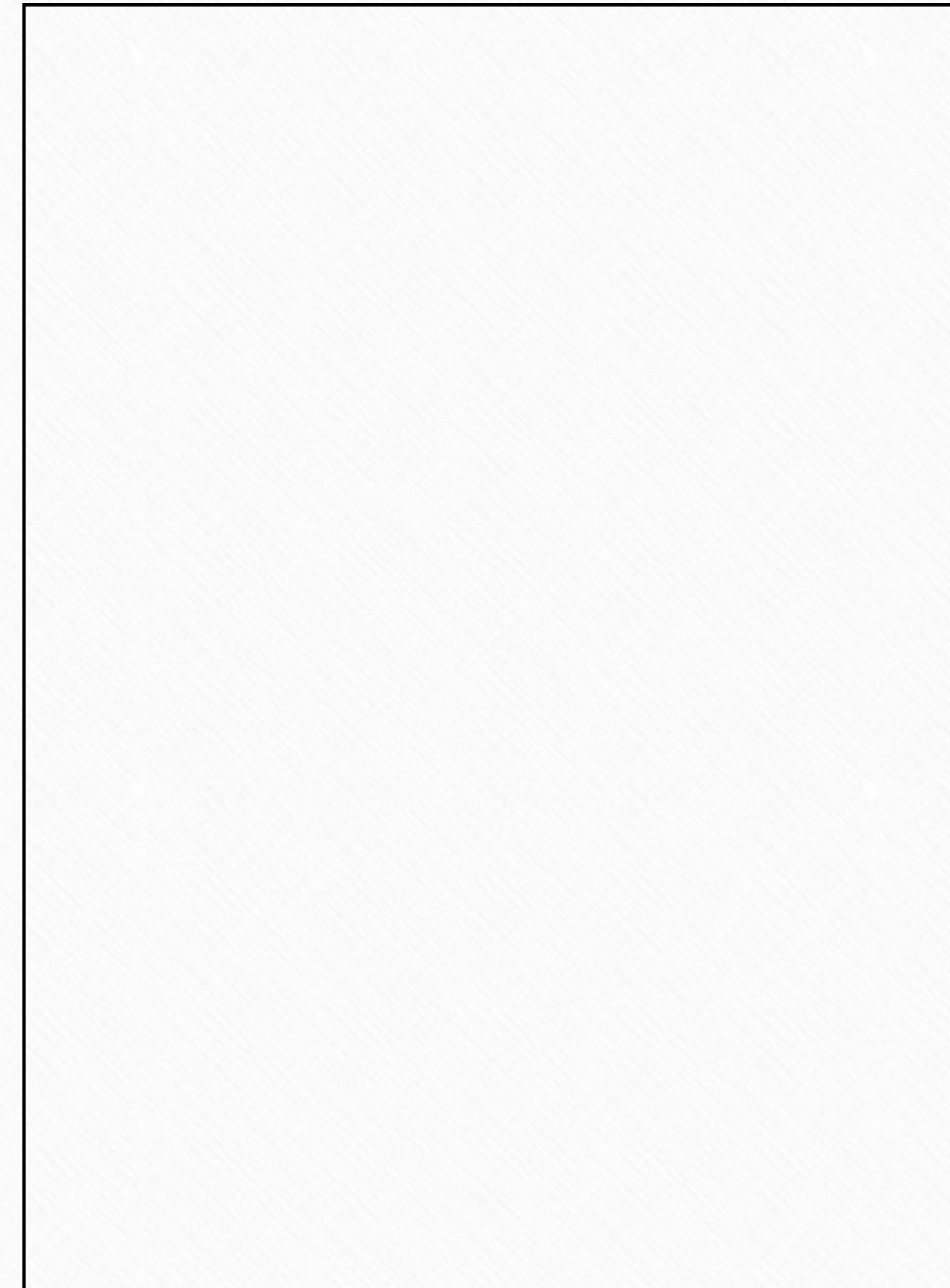
hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity

Areas list

Project list

hiring/staffing
events
direct reports
strategic planning
research
vacations
professional development
productivity

Areas list

Project list

hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity

You can't truly know
the extent of your commitments

► Hire for position A

► Hire for position B

► Hire for position C

► Hire for position D

► Hire for position E

Areas list

Project list

hiring/staffing

events

direct reports

strategic planning

research ··· ▶ Initial experiment A

vacations

professional development

You can't connect your current
efforts to long-term goals

▶ Followup experiment B

▶ Final experiment C

productivity

Areas list

Project list

hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity

You can't know if
you're making progress

Meeting 1

Workshop 2

Roundtable 3

Conference 4

Project list

hobby

hobby

hobby

hobby

hobby

hobby

Goal List

dream

dream

dream

dream

dream

dream

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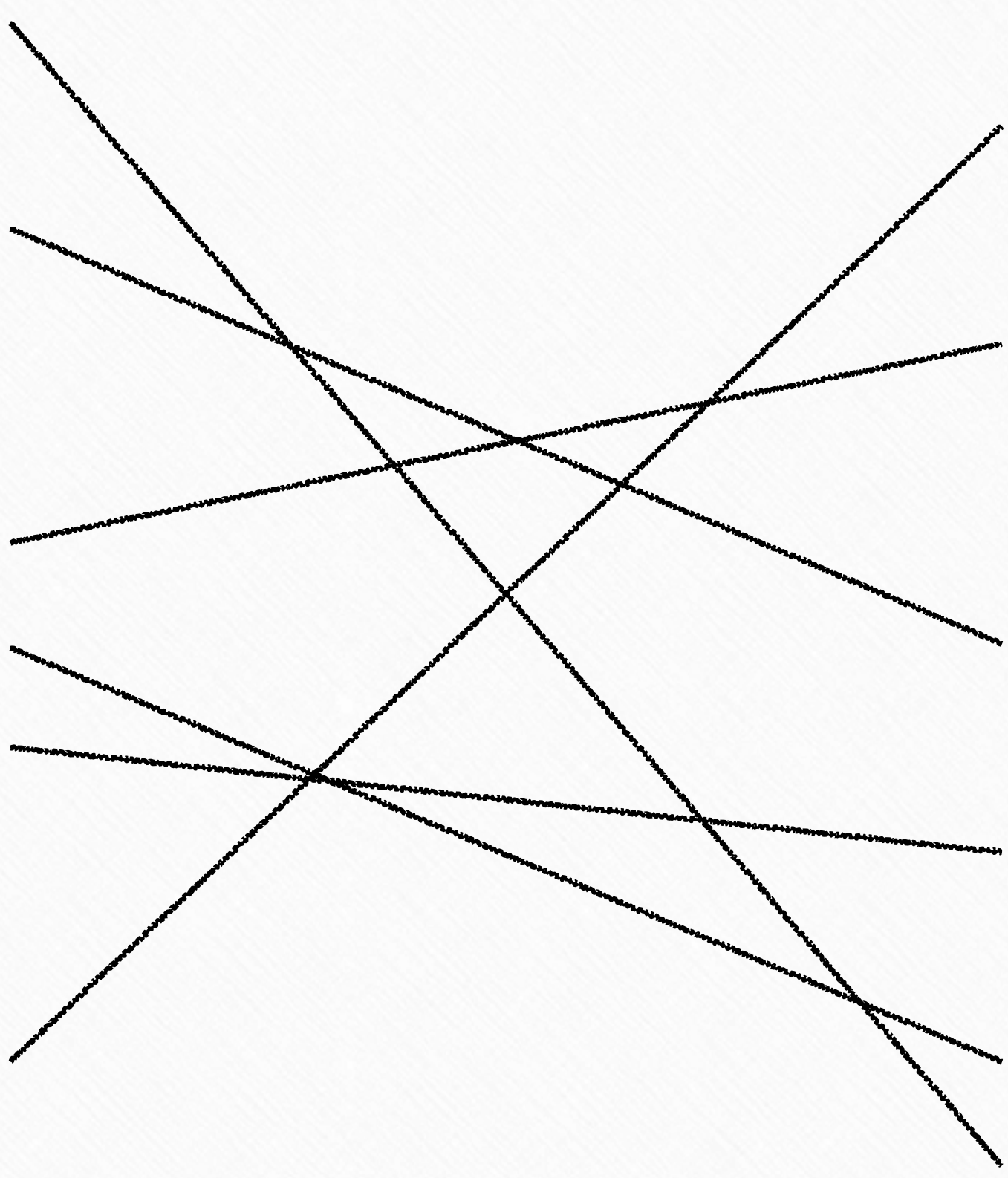
"Define your projects, or your projects will define you"

Tiago

task manager **Evernote** **Dropbox** **Google Drive**

task manager window

COLLECT

Inbox 5

FOCUS

Today
Next
Scheduled
Someday
Projects

ACTIVE PROJECTS

Budget meeting
Family visit
Home renovation
Jiu-jitsu tournament
Product launch
Project review
Quarterly conference
Research project
Run 5K
Software training

42

AREAS

Work
Events

Evernote window

◀ ▶ 👤 BRUCE_AFFLECK_WAYNE ▼

+ New Notebook Find a notebook

1 - Projects 📕 10

Budget meeting 0
Family visit 0
Home renovation 0
Jiu-jitsu tournament 0
Product launch 0
Project review 0
Quarterly conference 0
Research project 0
Run 5K 0
Software training 0

View all notes in 1 - Projects ▶

2 - Areas

Inbox
bruce

Trash

Dropbox window

◀ ▶ 🔲 ☰ ▥ ▯ ⚙

Name

▶ 📁 Budget meeting
▶ 📁 Family visit
▶ 📁 Home renovation
▶ 📁 Jiu-jitsu tournament
▶ 📁 Product launch
▶ 📁 Project review
▶ 📁 Quarterly conference
▶ 📁 Research project
▶ 📁 Run 5K
▶ 📁 Software training

Google Drive window

Projects – Google Drive ✕

← → C 🔒 https://drive.google.com/#folders/0B039PZ_pUwbV9

🔗 GDocs 📅 GCalendar 📁 Finances 📁 Credit cards 📁 Bills 📁 Langu

Google

Drive

CREATE ⬆

▶ My Drive
Shared with Me
Starred
Recent
Trash
More ▼

💻 Install Drive for your computer

📁 Projects

My Drive ▶ Projects

☐ TITLE

☐ ☆ 📁 Budget meeting
☐ ☆ 📁 Family visit
☐ ☆ 📁 Home renovation
☐ ☆ 📁 Jiu-jitsu tournament
☐ ☆ 📁 Product launch
☐ ☆ 📁 Project review
☐ ☆ 📁 Quarterly conference
☐ ☆ 📁 Research project
☐ ☆ 📁 Run 5K
☐ ☆ 📁 Software training

[show my setup]

P. A. R. A.

Magic Number 4 ✅

Limits number of categories to preserve working memory

✅ **Mirrors task/project management**

Transition seamlessly between programs
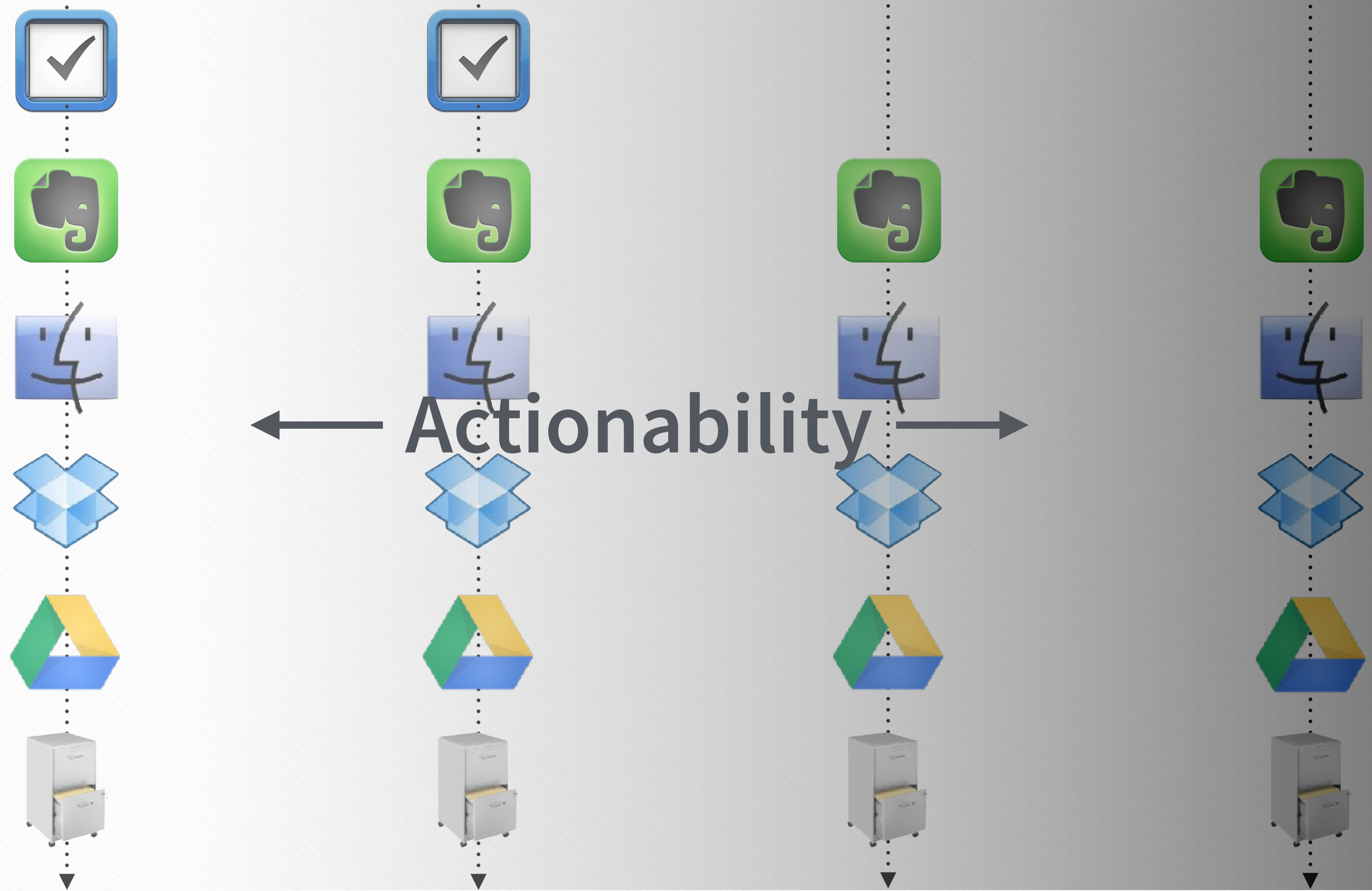
Separates actionable ✅
from non-actionable

Preserves the most important distinction

active
projects

areas of
responsibility
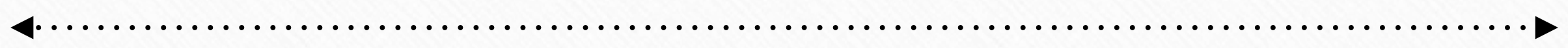
resources

archives

task manager

other programs

Actionability

Information flows within P.A.R.A.

projects   areas   resources   archives

More actionable ← ⋯⋯⋯⋯⋯⋯⋯ → Less actionable

Just-In-Time

PROJECT MANAGEMENT

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Up next…

03
Digital
Cognition

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Session 1 - Action Steps

☐   Watch videos for **Units 1 and 2**

☐   Complete **onboarding survey** and **PKM self-evaluation**

☐   Register for online discussion forum and complete **Getting Started guide**

☐   Exercise: **Formulate your Project List** using the P.A.R.A. Method

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