

BUILDING A SECOND BRAIN

HOW TO CAPTURE, ORGANIZE, AND RETRIEVE
YOUR IDEAS USING DIGITAL NOTES

An Online Course by

Tiago Forte of  FORTE LABS

Promise of the Course

You will learn how to **capture, organize, and retrieve** your ideas and insights using digital notes, with a **systematic approach and tools** that you trust to support **creative breakthroughs** in your work



Welcome to the course!





01

Introduction to the Course

Intention of the Unit

To understand the learning objectives of the course and how it will be conducted, including the schedule, components, tools and approach

Course Timeline



Monday, April 3
5:00-6:30pm PDT

Unit 1: Introduction
Unit 2: P.A.R.A.:
Organizing for Insight



Thursday, April 6
9:00-10:00am PDT

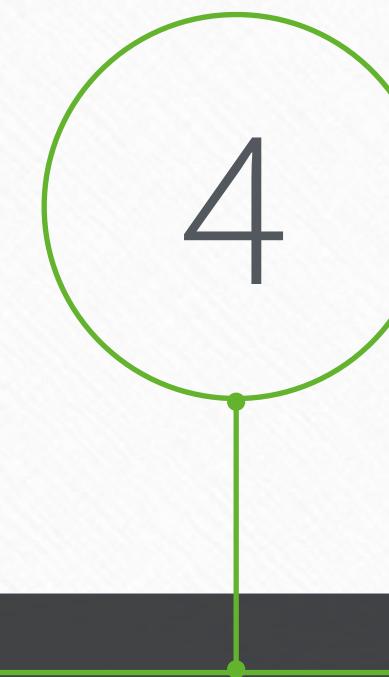
Discussion #1



Monday, April 10
5:00-6:30pm PDT

Unit 3: Digital
Cognition

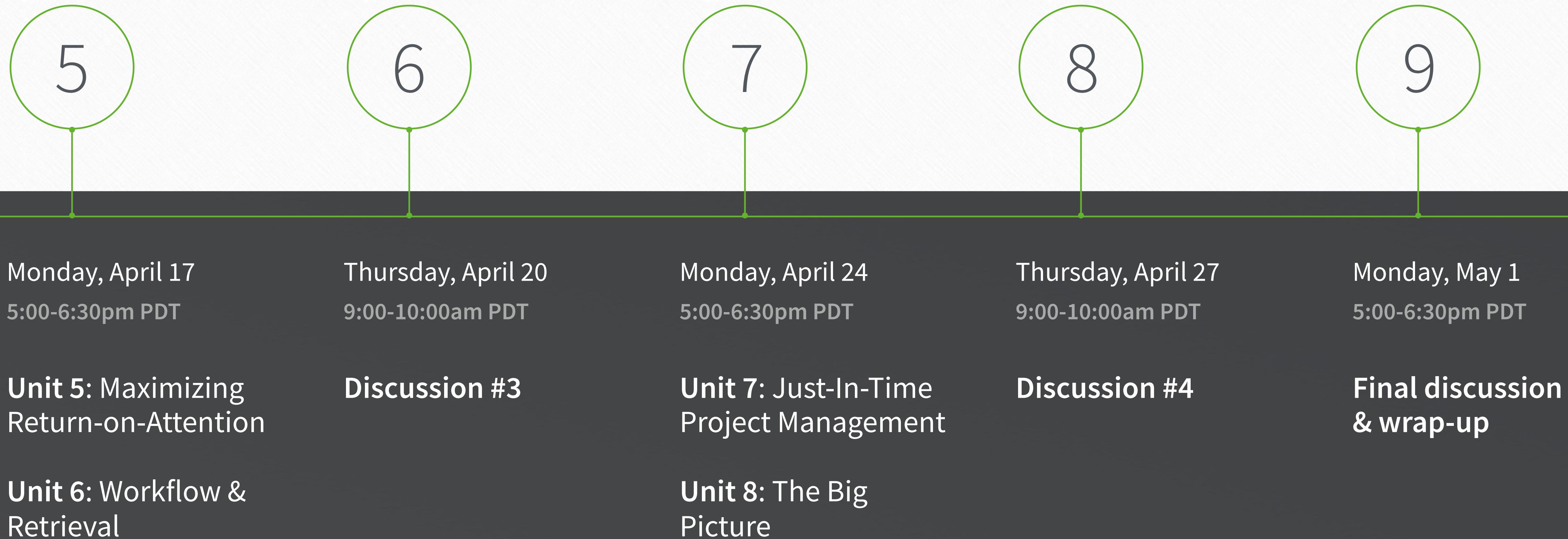
Unit 4: Progressive
Summarization



Thursday, April 13
9:00-10:00am PDT

Discussion #2

Course Timeline



Your Intention

[breakout!]

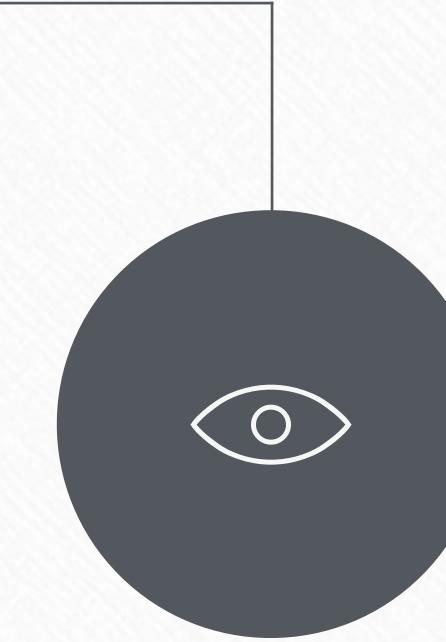
Course Components



LESSONS (Teachable)

Lecture videos, condensed recordings, slides, chat transcripts

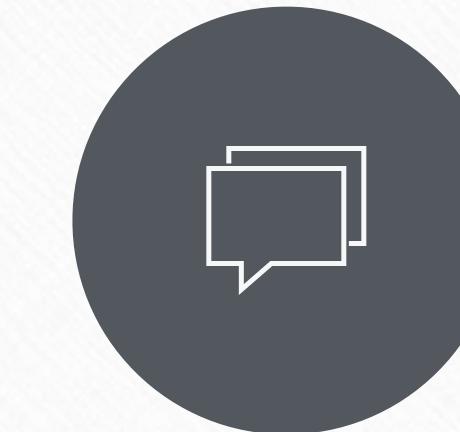
learn.fortelabs.co



LIVE SESSIONS (Zoom)

Twice-weekly video conference calls

zoom.fortelabs.co
(lecture sessions only)



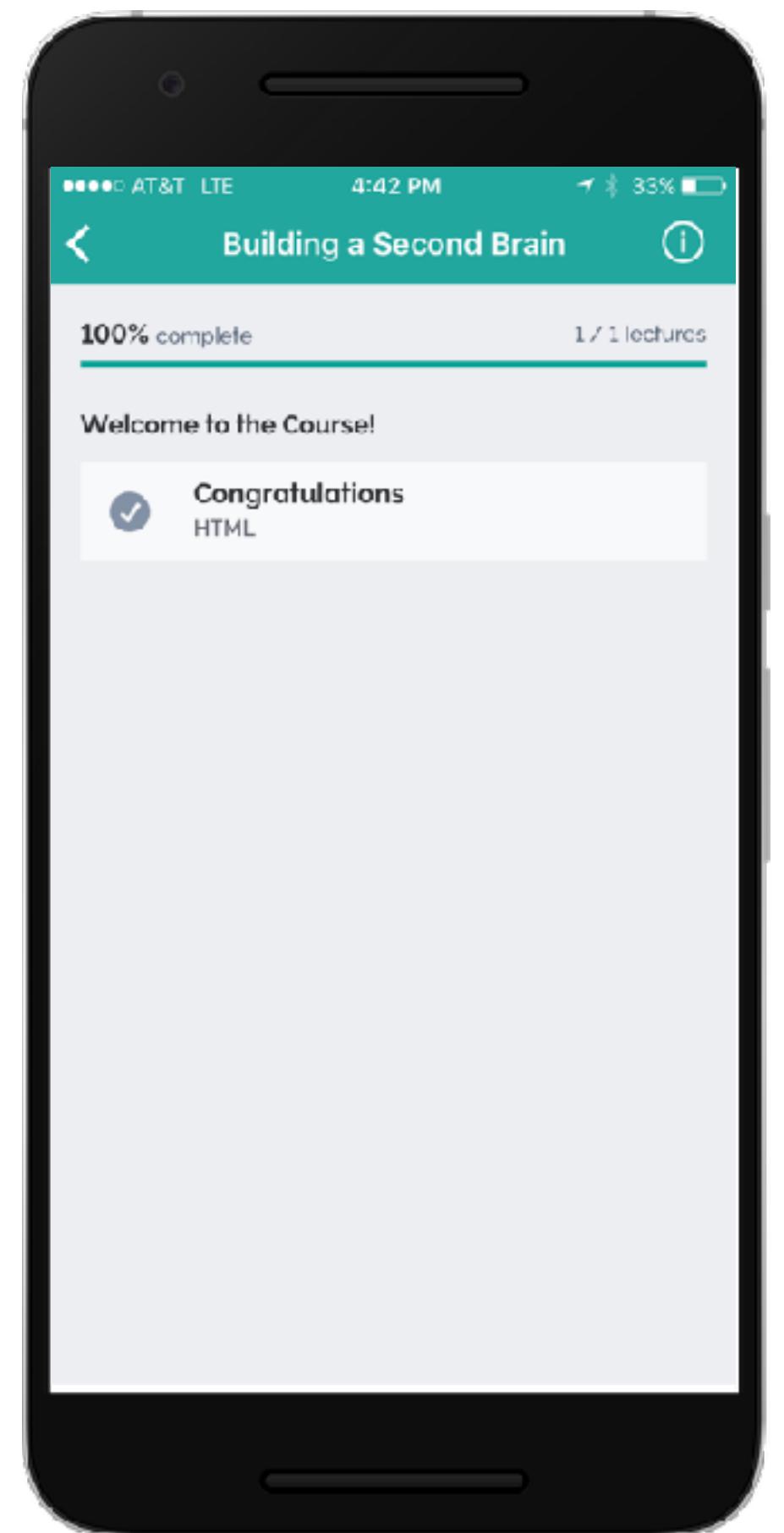
DISCUSSION FORUM (Discourse)

Discussions, exercises, additional resources, feedback

forum.fortelabs.co

Lessons (Teachable)

The screenshot shows a Teachable course page titled "BUILDING A SECOND BRAIN". The main content area displays the "Class Curriculum" with a "Start next lecture" button and a "Congratulations" message. Below this, there's a "Welcome to the Course!" section with a "Start" button. The sidebar on the left lists course sections: "Building a Second Brain" (0% complete), "Class Curriculum", and "Your Instructor". The browser header shows the URL "learn.fortelabs.co/courses/enrolled/building-a-second-brain".



Discussion Forum (Discourse)

Welcome to the Forte Labs Forum!

This discussion forum is for participants of online courses from [Forte Labs Online](#). You can ask questions, contribute to discussions, and get more information on the course materials.

To get started:

1. Add a photo to your [profile](#)
2. Introduce yourself in the [Introductions](#) thread
3. Read quick tips on [how to write a good post](#) and [how to use this forum](#)
4. Read our [community guidelines](#)
5. Check out our 4 main areas:
[The Brain Trust](#): a central repository of useful notes on course-related topics
[Show & Tell](#): a place to show your progress and get feedback

Topic	Category	Users	Replies	Views	Activity
Ph.D. students resources	■ Tips & Tricks		1	3	2h
Github users' "mind map of knowledge"	■ The Brain Trust		3	21	2h
PARA in OmniFocus	■ Show & Tell		1	3	2h
BASB Testimonials	■ Course Feedback		8	33	1d
Quick Tips for Writing a Good Post			0	12	6d

Welcome to the Forte Labs Forum!

This discussion forum is for participants of online courses from Forte Labs. You can ask questions, contribute to discussions, and get more information on the course materials, or any topic related to productivity.

To get started:

1. Introduce yourself in the [Introductions](#) thread

Latest (3) + New Topic

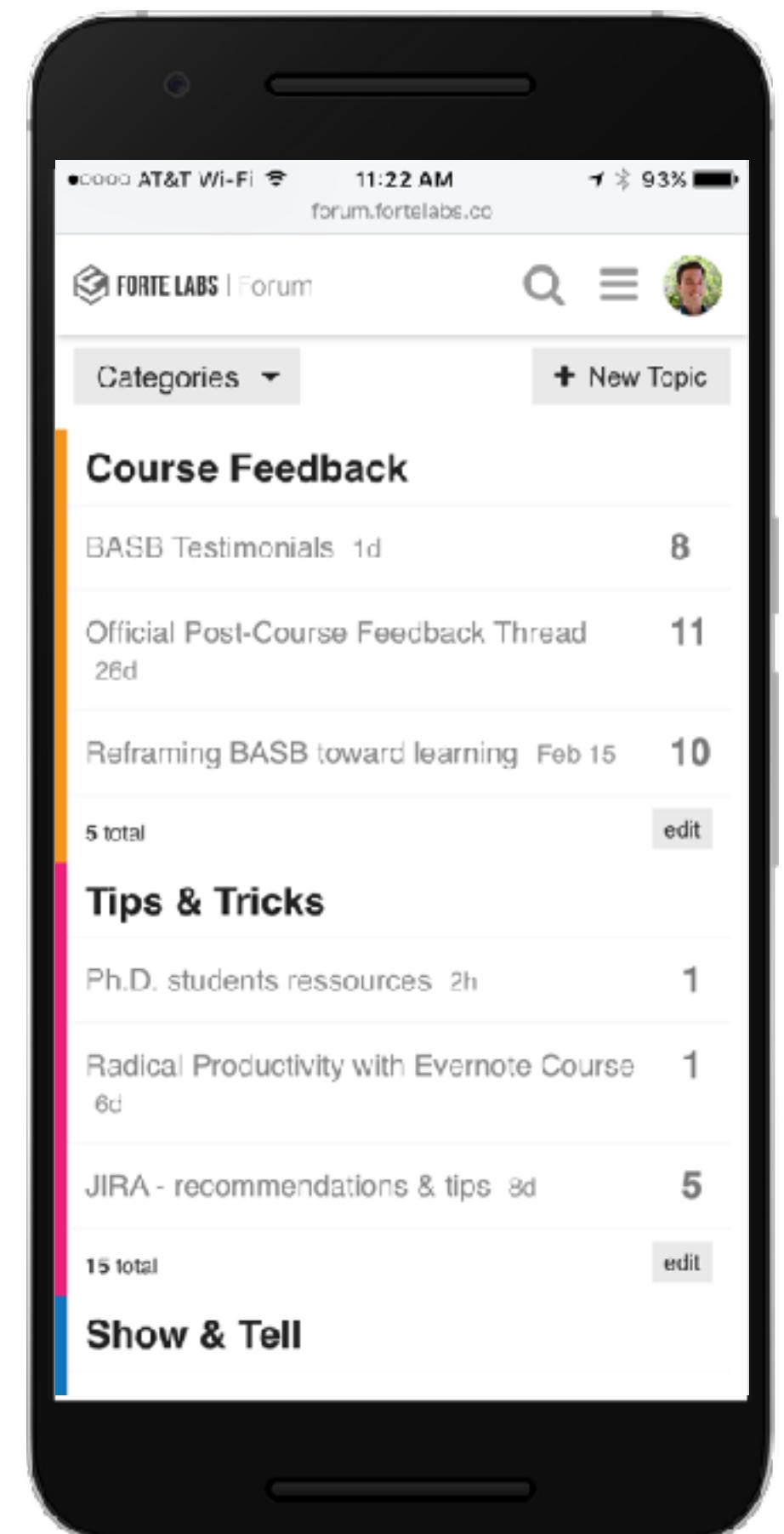
Introductions - tell us about yourself! 0
Show & Tell 2h
Welcome to the Forte Labs Forum 2
Community Guidelines 6h
Questions and Answers 5d
Terms of Service 1
Questions and Answers 5d

There are no more latest topics. [Why not](#)?

Discussion Forum (Discourse)

The screenshot shows the 'Categories' page of the Forte Labs Forum. On the left, a sidebar lists categories with their counts: Course Feedback (5), Tips & Tricks (15), Show & Tell (18), The Brain Trust (22), Questions and Answers (12), and Uncategorized (4). The main content area displays a list of topics, each with a user profile picture, title, category, and last updated time.

Topic	Category	Last Updated
Ph.D. students resources	Tips & Tricks	1h
Github users' "mind map of knowledge"	The Brain Trust	2h
PARA in OmniFocus	Show & Tell	1h
BASB Testimonials	Course Feedback	1d
Quick Tips for Writing a Good Post		6d
Radical Productivity with Evernote Course	Tips & Tricks	6d
JIRA - recommendations & tips	Tips & Tricks	8d
Ask Stacey - Questions on Evernote	Questions and Answers	10d
Introductions - tell us about yourself!	Show & Tell	10d



Discussion Forum (Discourse)

Watching

You will be notified of every new reply in this topic, and a count of new replies will be shown.

Tracking

A count of new replies will be shown for this topic. You will be notified if someone mentions your @name or replies to you.

Muted

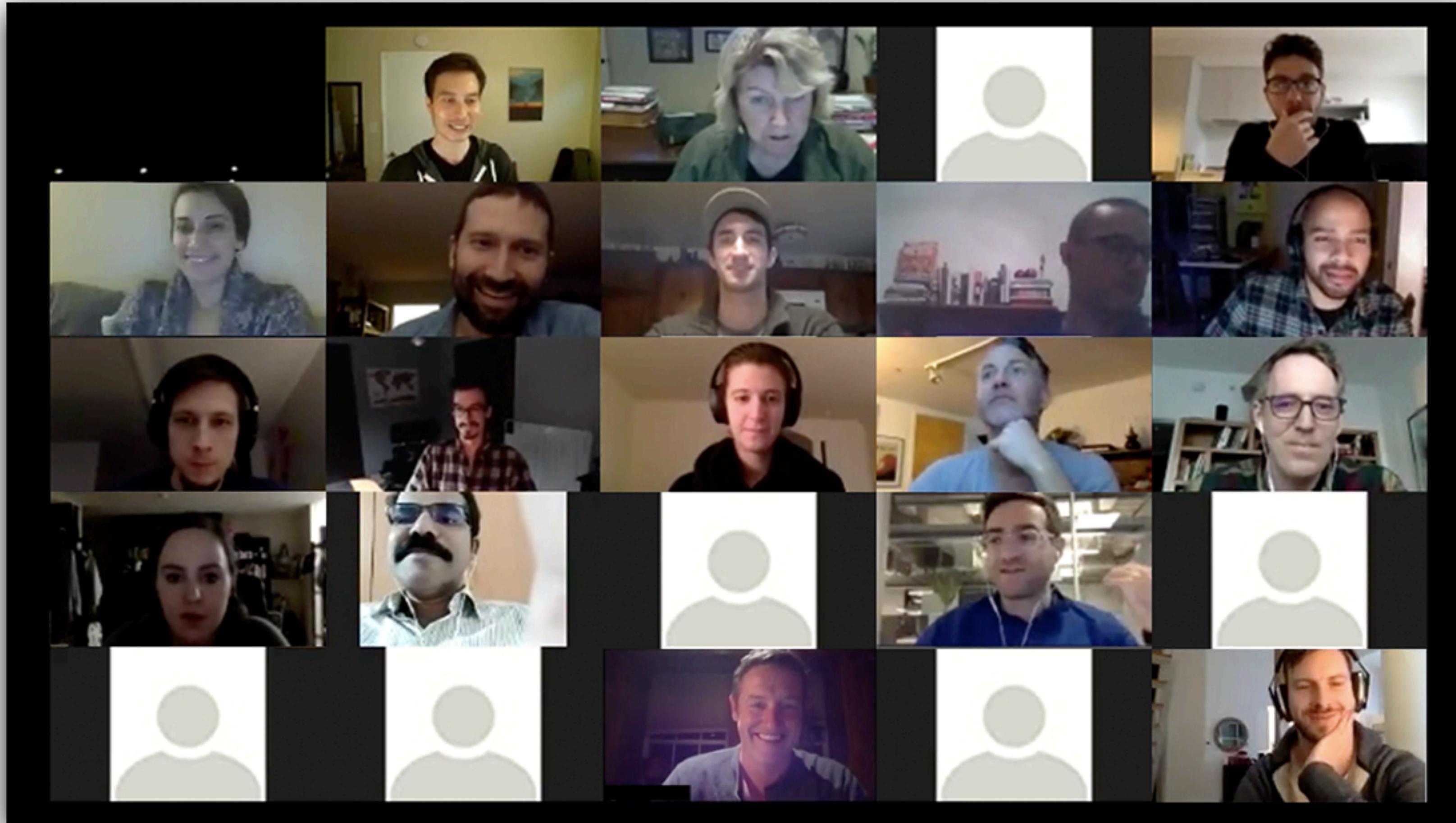
You will never be notified of anything about this topic, and it will not appear in latest.

Normal

You will be notified if someone mentions your @name or replies to you.

Normal

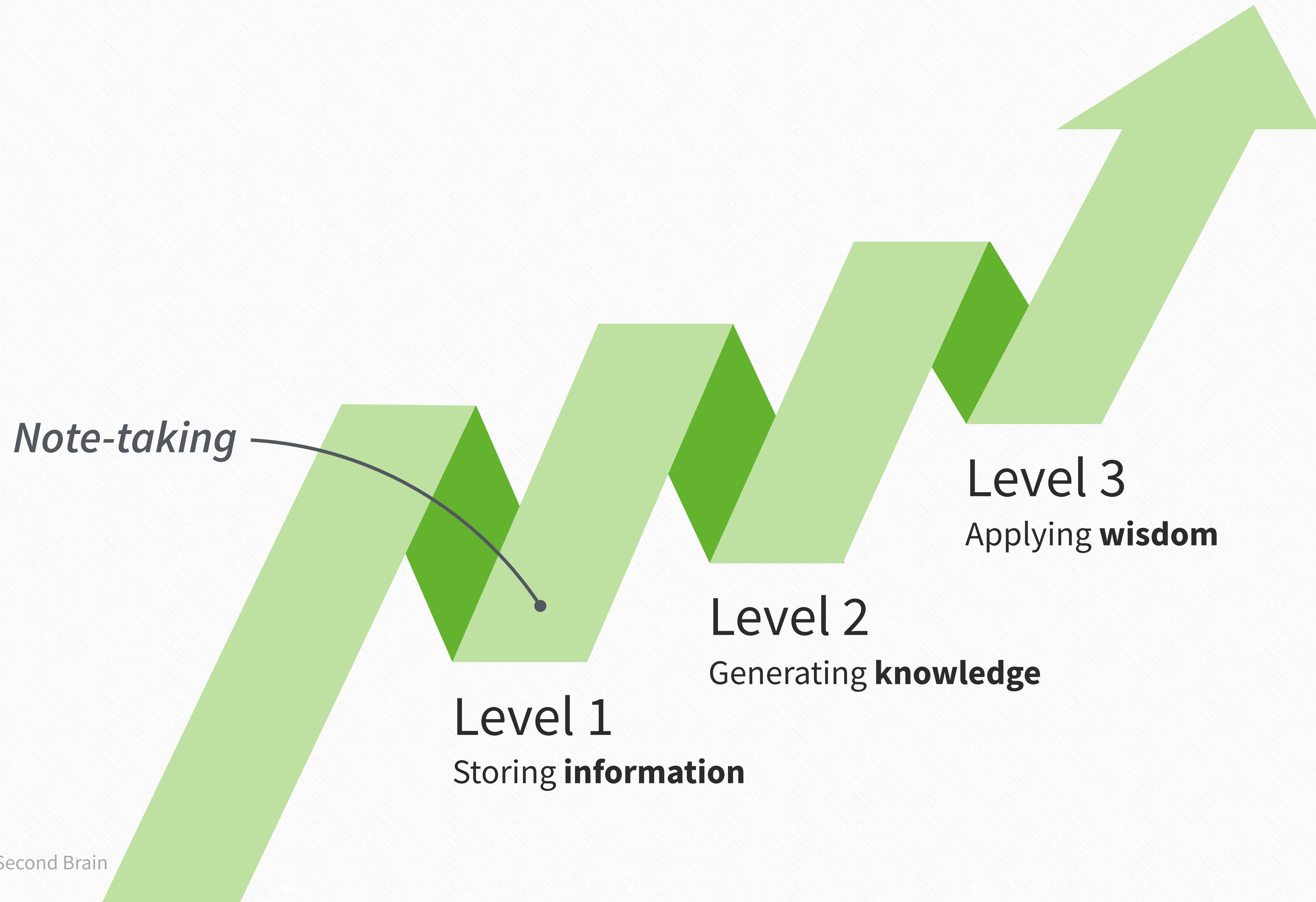
Live Sessions (Zoom)



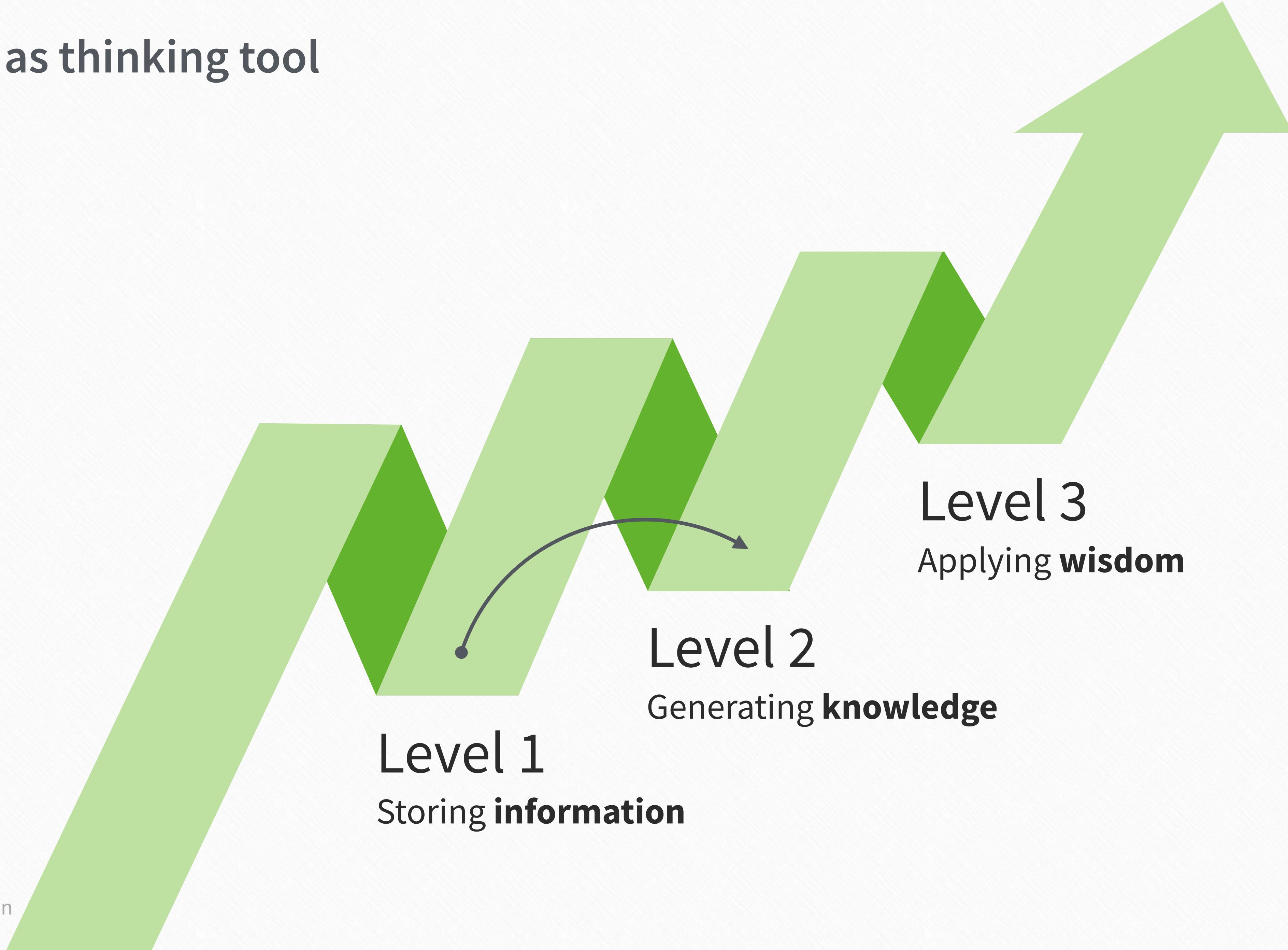
What are we trying to accomplish here?

“To give you a second brain”

Evernote's original mission



Evernote as thinking tool



“The object isn't to make art, it's to be in that wonderful state which makes art inevitable”

– Robert Henri

What is our approach?

*“What these findings suggest is that
creativity doesn’t just involve imagination.
It also involves motivation, organization,
and collaboration.”*

Scott Barry Kaufman, *The Atlantic*

The 3 pillars

CAPTURE

Progressive Summarization

ORGANIZE

P.A.R.A.

RETRIEVE

Just-in-Time Project Mgmt

The 3 pillars

CAPTURE

ORGANIZE

RETRIEVE

Progressive Summarization

P.A.R.A.

Just-in-Time Project Mgmt

Practice

Unit 4

Progressive Summarization

Unit 2

Organizing for Insight

Unit 6

Workflow & Retrieval

Theory

Unit 5

Maximizing
Return-on-Attention

Unit 3

Digital Cognition

Unit 7

Just-In-Time
Project Management

Takeaway emails



Action steps



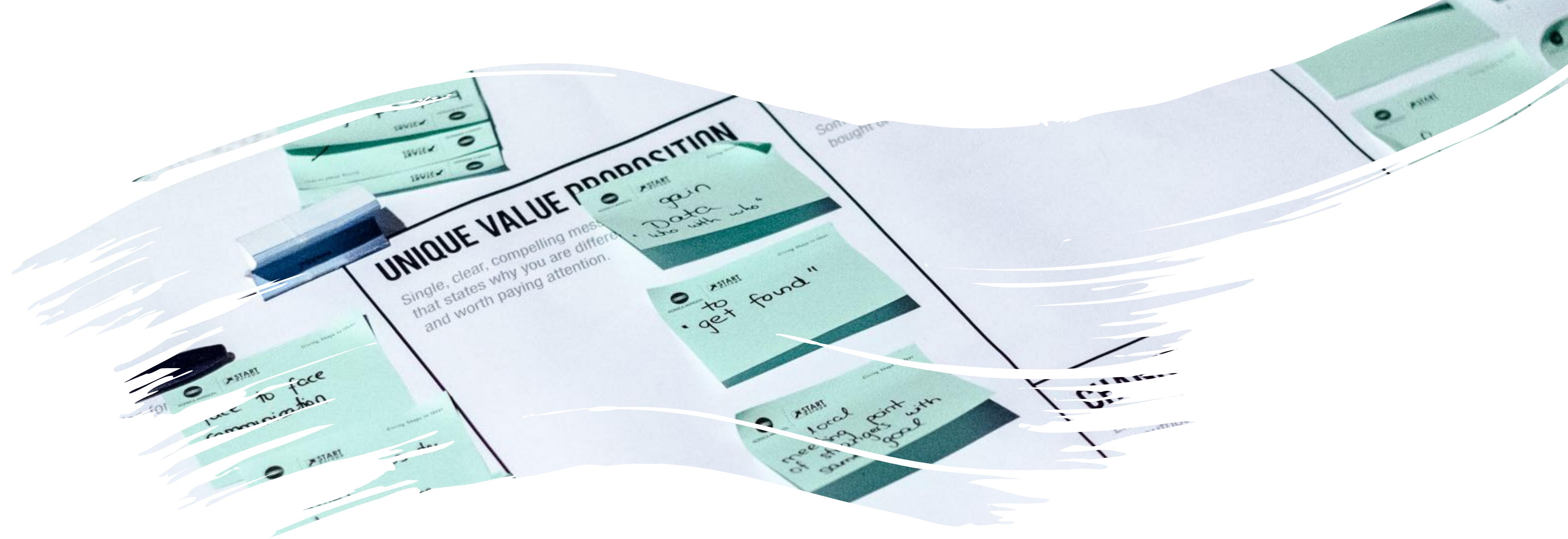
Weekly exercises



Source notes



Bonus content



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