

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?”

everyone

1
universal

2
flexible

3
simple

4
actionable

5
cross-
platform

6
outcome-
oriented

7
modular

8
opportunistic

P. A. R. A.

projects

areas

resources

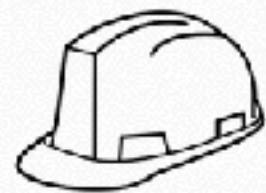
archives

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



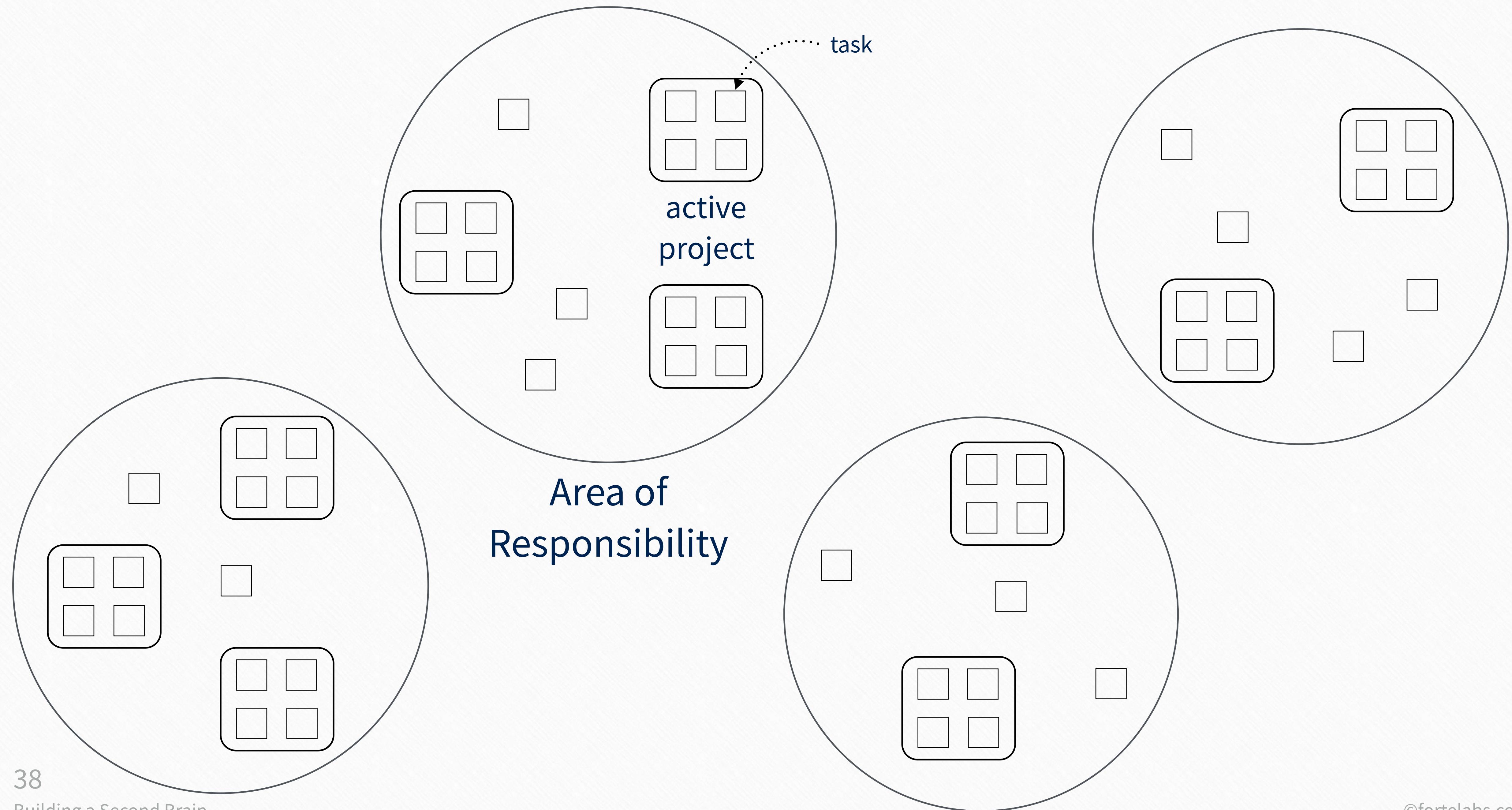
resource

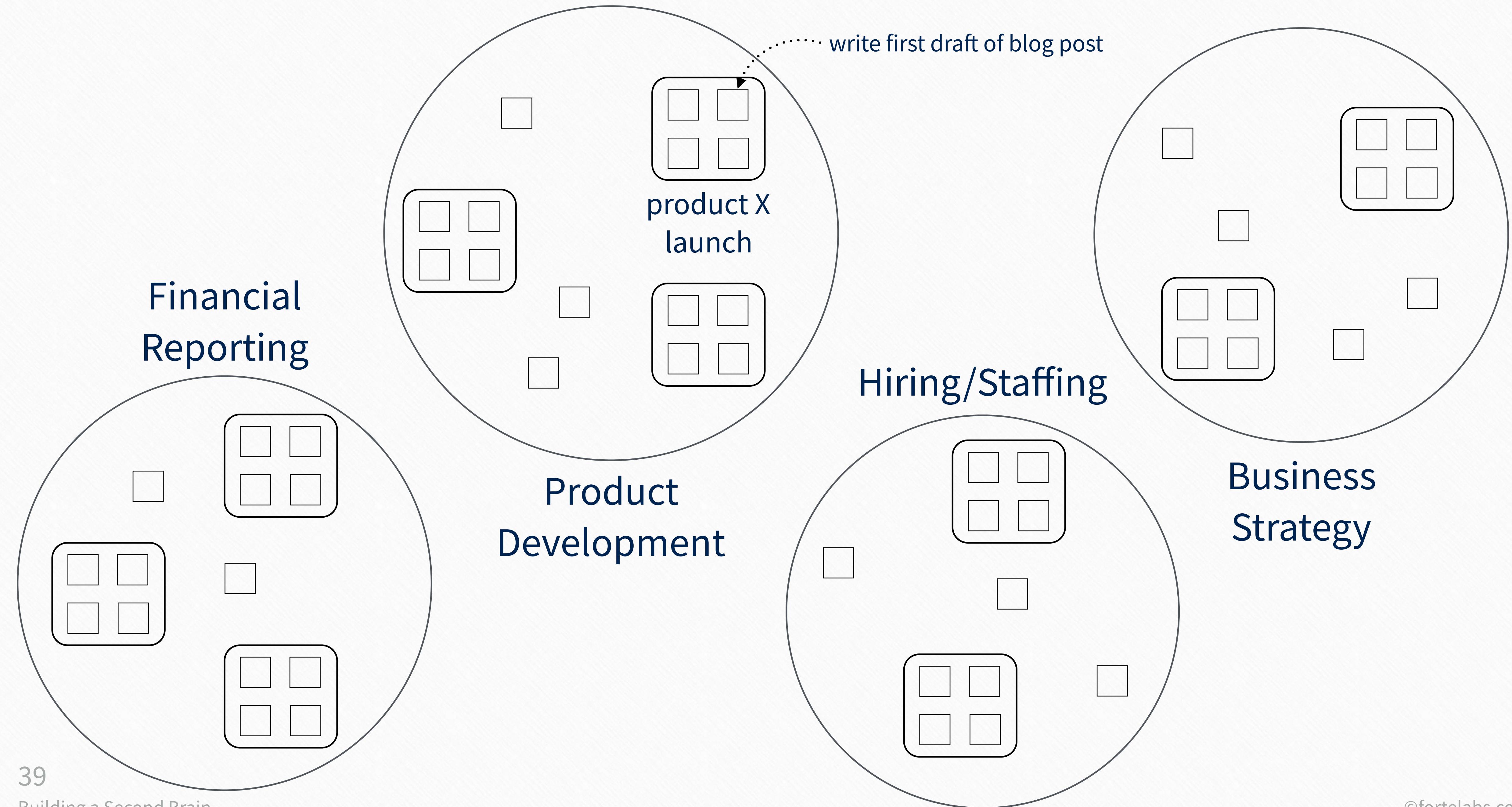
A topic or theme of ongoing interest

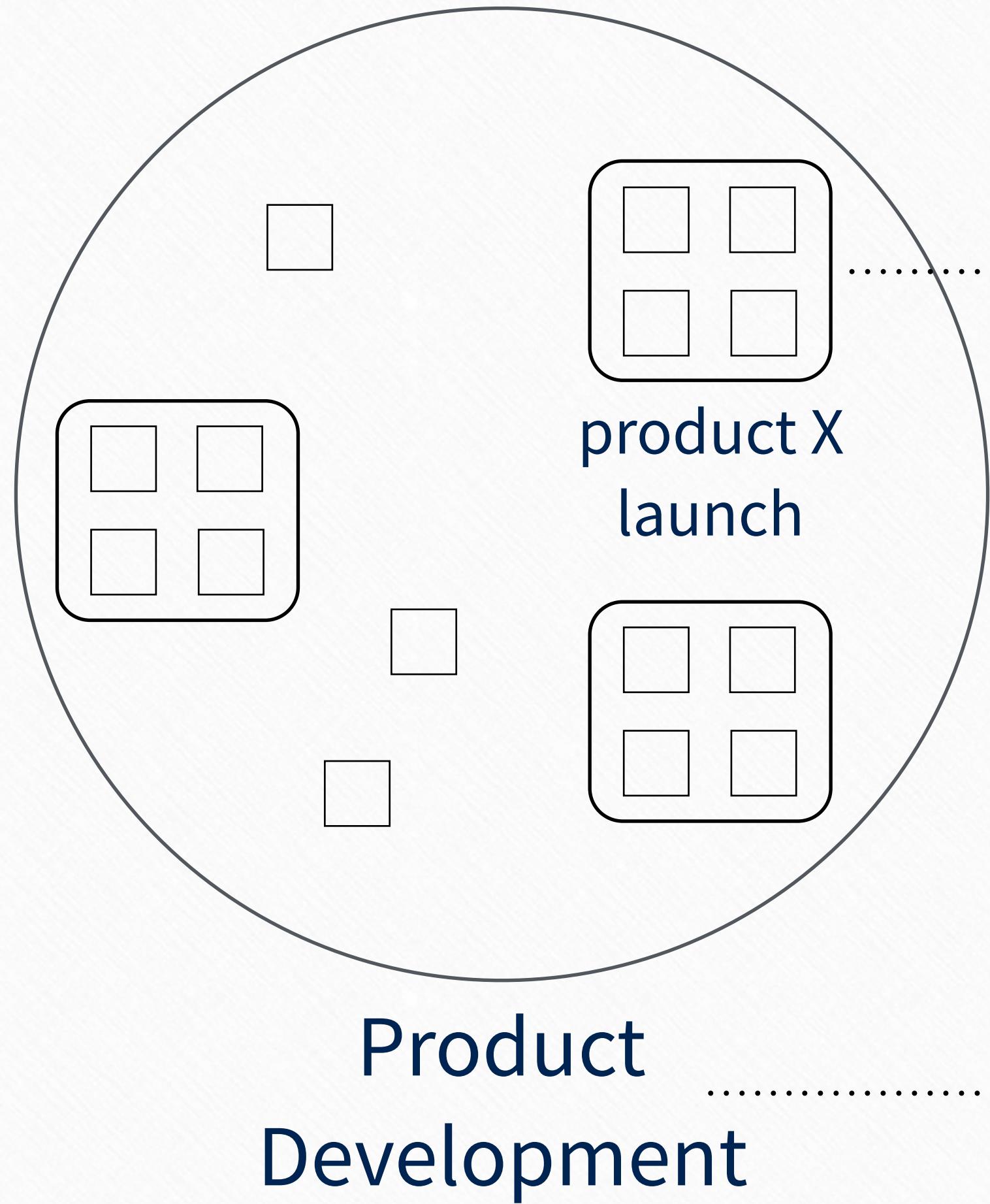


archive

Inactive items from the other 3 categories







- **active project**

- 1 goal to be achieved
- 2 has a deadline

- **area of responsibility**

- 1 standard 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

hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity

Project list



Areas list

hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity



You can't truly know
the extent of your commitments

Project list

- ▶ Hire for position A
- ▶ Hire for position B
- ▶ Hire for position C
- ▶ Hire for position D
- ▶ Hire for position E

Areas list

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

Project list

- Initial experiment A
- Followup experiment B
- Final experiment C



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

Areas list

hiring/staffing

events

direct reports

strategic planning

research

vacations

professional development

productivity



You can't know if
you're making progress

Project list

Meeting 1

Workshop 2

Roundtable 3

Conference 4

Project list

hobby

hobby

hobby

hobby

hobby

hobby

Goal List

dream

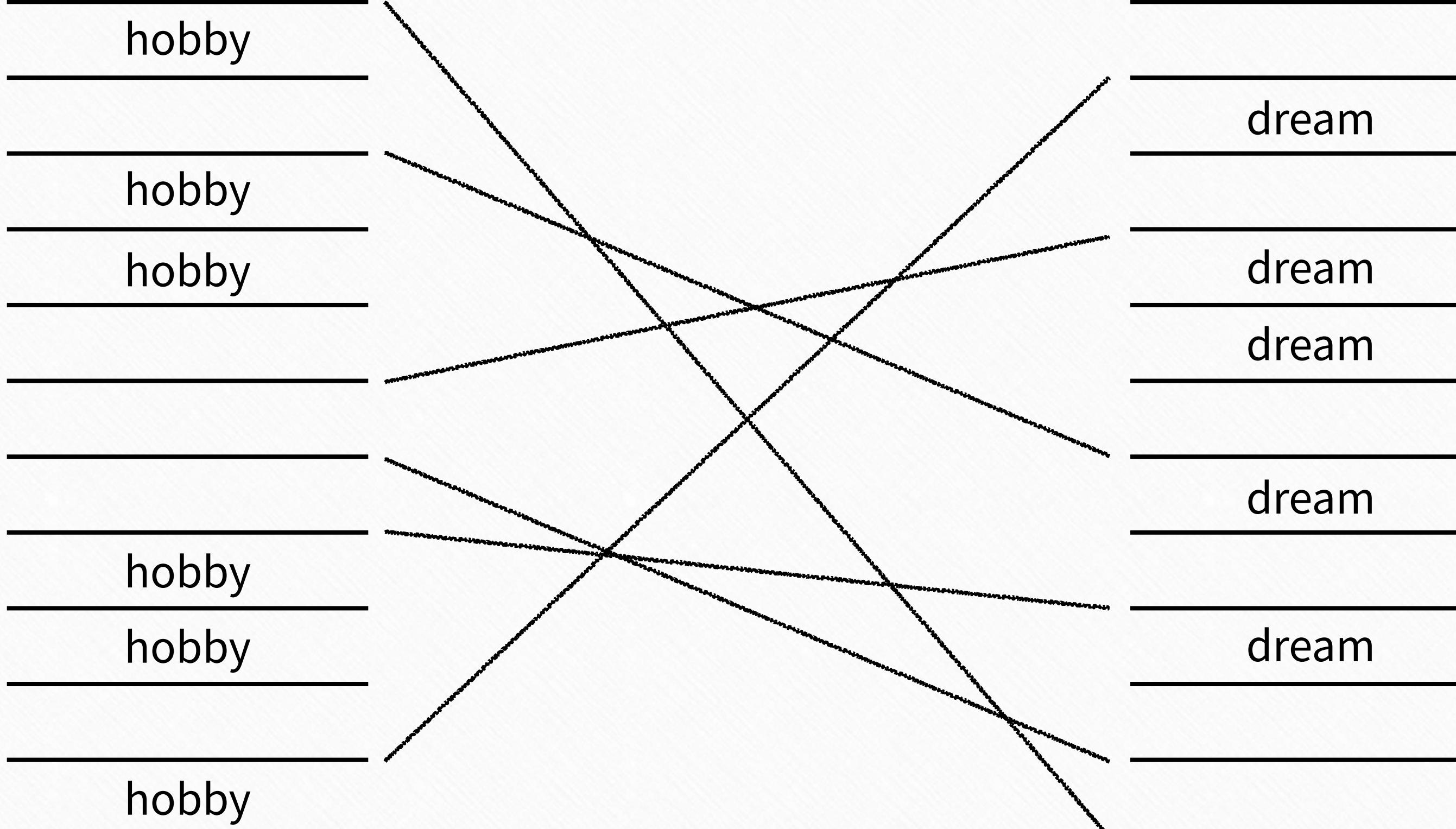
dream

dream

dream

dream

dream



*“Define your projects, or your
projects will define you”*

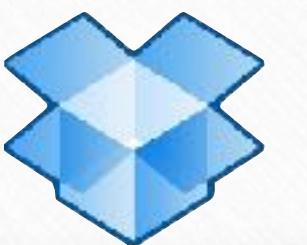
Tiago



task manager



Evernote



Dropbox



Google Drive

COLLECT

Inbox

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

AREAS

- Work
- Events

Building a Second Brain

48

BRUCE_AFFLECK_WAYNE

+ New Notebook Find a notebook

1 - Projects 10

2 - Areas

Inbox bruce

Trash

Name	Count
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 >

Name

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

Projects - Google Drive

https://drive.google.com/#folders/0B039PZ_pUwbV

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

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[show my setup]

P. A. R. A.

Magic Number 4

Limits number of categories to preserve working memory



Mirrors task/project management

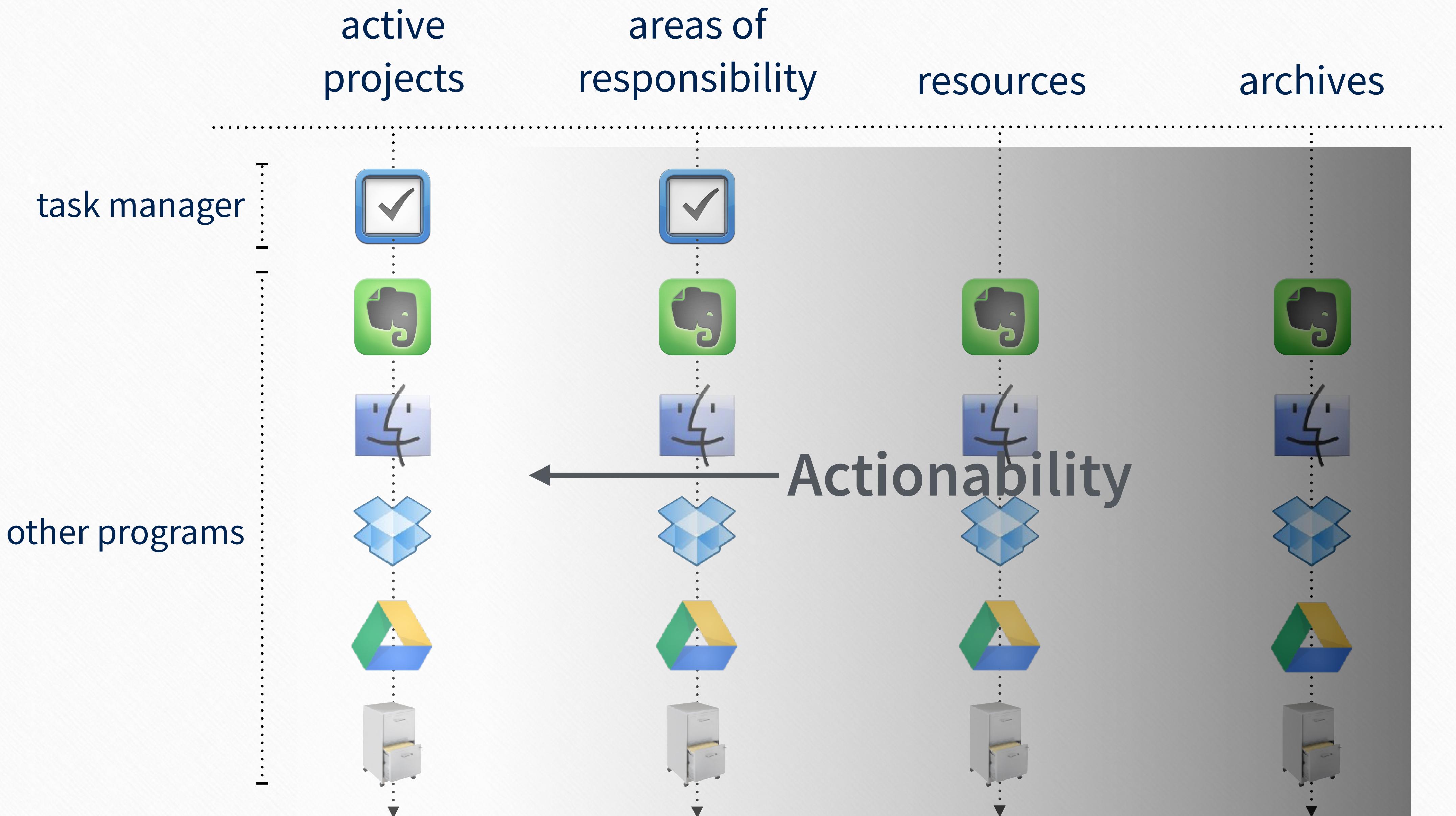
Transition seamlessly between programs



Separates actionable from non-actionable

Preserves the most important distinction





Information flows within P.A.R.A.



Just-In-Time PROJECT MANAGEMENT



Up next...

03

Digital Cognition

Session 1 - Action Steps

- Watch videos for **Units 1 and 2**
- Complete **participant onboarding survey**
- Register for online discussion forum and complete **Getting Started guide**
- Exercise: **Formulate your Project List** using the P.A.R.A. Method