Golden_Plaza

# BUILDING A SECOND BRAIN

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

An Online Course by

Tiago Forte of FORTE LABS



©fortelabs.co

Golden_Plaza

## 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


©fortelabs.co

Golden_Plaza

# Welcome to the course!



©fortelabs.co

Golden_Plaza

# 01

# Introduction to the Course



©fortelabs.co

Golden_Plaza

## 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


©fortelabs.co

Golden_Plaza

# Course Timeline

1

Monday, April 3

5:00-6:30pm PDT

**Unit 1**: Introduction

**Unit 2**: P.A.R.A.: Organizing for Insight

2

Thursday, April 6

9:00-10:00am PDT

**Discussion #1**

3

Monday, April 10

5:00-6:30pm PDT

**Unit 3**: Digital Cognition

**Unit 4**: Progressive Summarization

4

Thursday, April 13

9:00-10:00am PDT

**Discussion #2**



©fortelabs.co

Golden_Plaza

# Course Timeline

5

Monday, April 17

5:00-6:30pm PDT

**Unit 5**: Maximizing Return-on-Attention

**Unit 6**: Workflow & Retrieval

6

Thursday, April 20

9:00-10:00am PDT

**Discussion #3**

7

Monday, April 24

5:00-6:30pm PDT

**Unit 7**: Just-In-Time Project Management

**Unit 8**: The Big Picture

8

Thursday, April 27

9:00-10:00am PDT

**Discussion #4**

9

Monday, May 1

5:00-6:30pm PDT

**Final discussion & wrap-up**



©fortelabs.co

Golden_Plaza

## Your Intention

[breakout!]


©fortelabs.co

Golden_Plaza

# Course Components

## LESSONS (Teachable)

Lecture videos, condensed

recordings, slides, chat transcripts

**learn**.fortelabs.co

## DISCUSSION FORUM (Discourse)

Discussions, exercises,

additional resources, feedback

**forum**.fortelabs.co

## LIVE SESSIONS (Zoom)

Twice-weekly video

conference calls

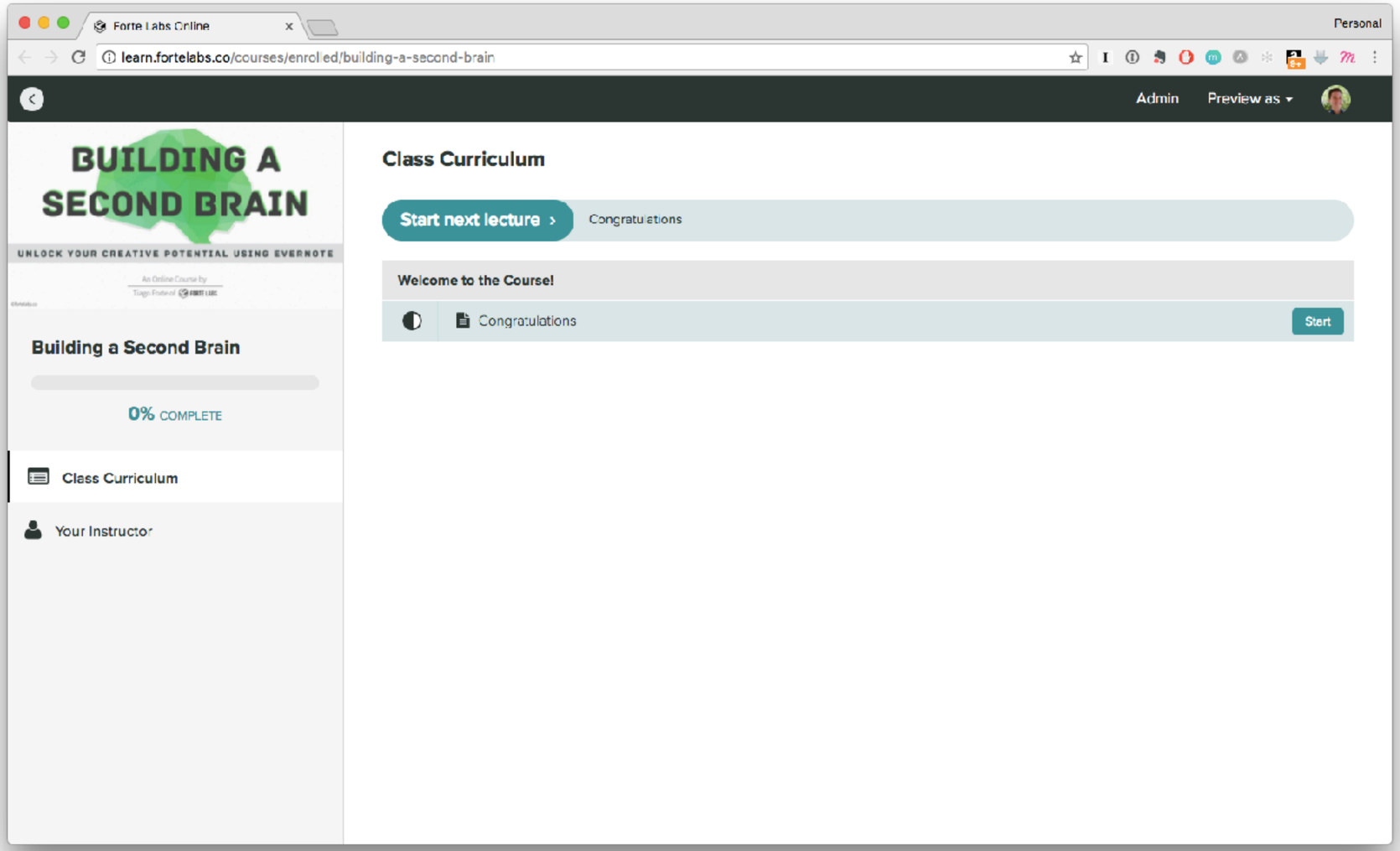
**zoom**.fortelabs.co
(lecture sessions only)

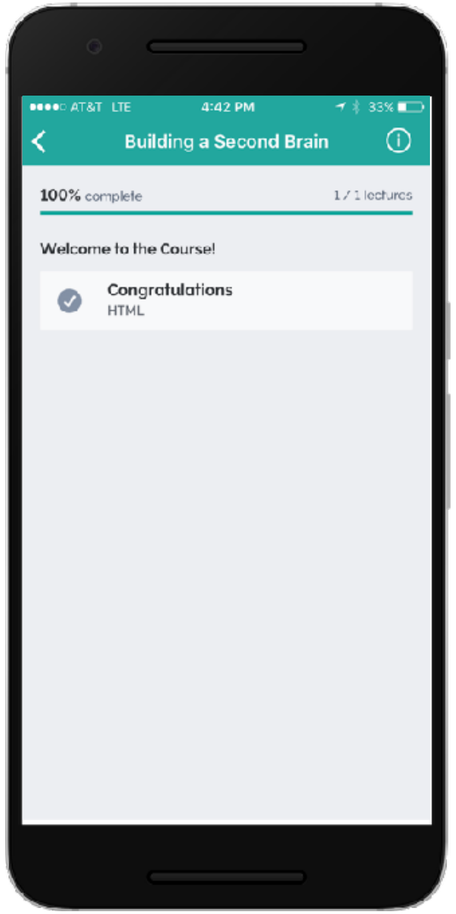


©fortelabs.co

Golden_Plaza

# Lessons (Teachable)



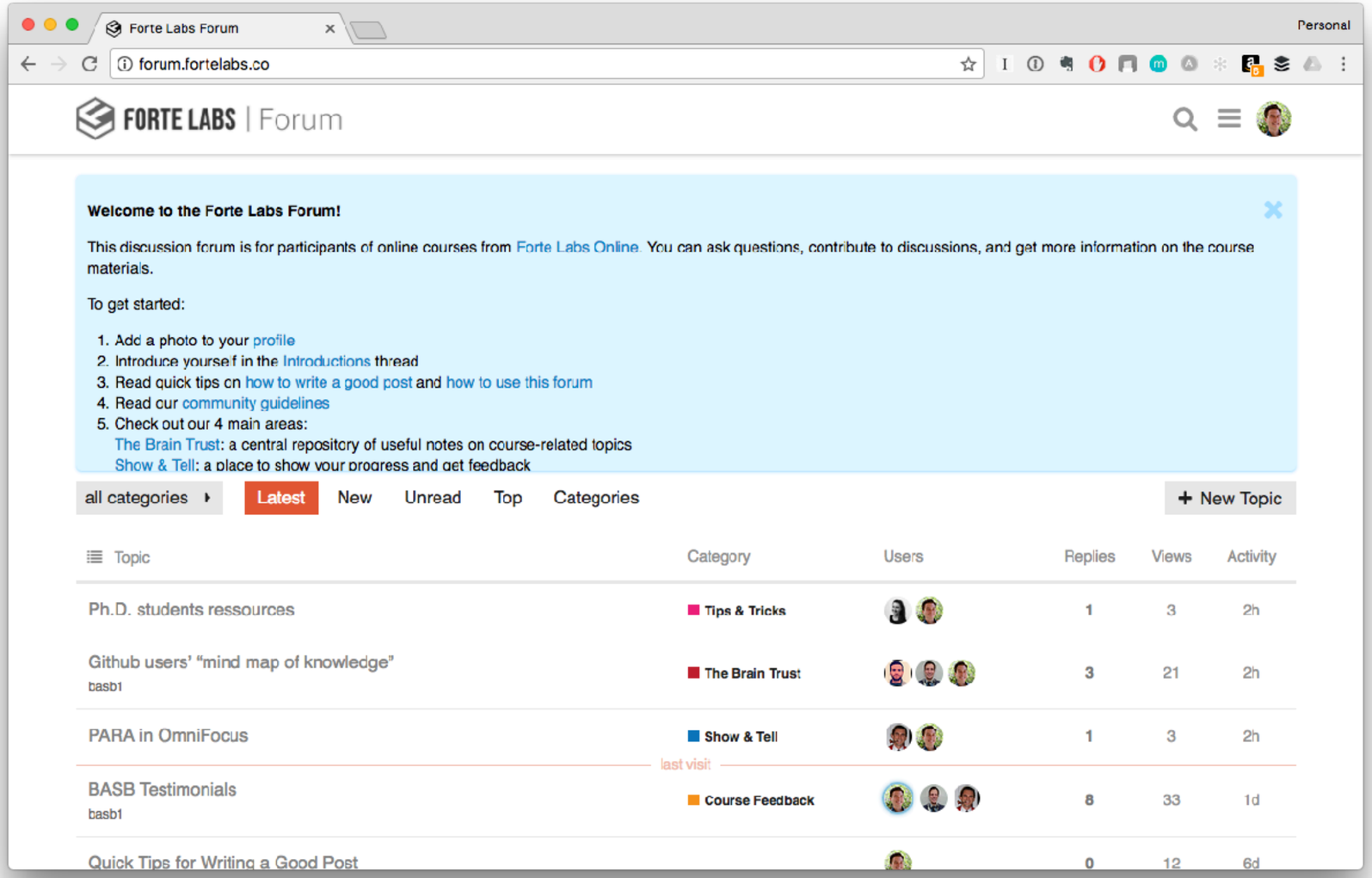



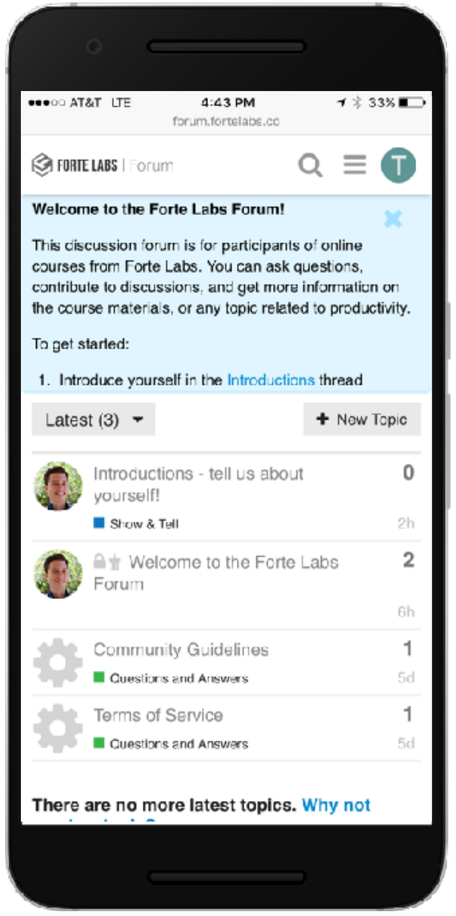


©fortelabs.co

Golden_Plaza

# Discussion Forum (Discourse)



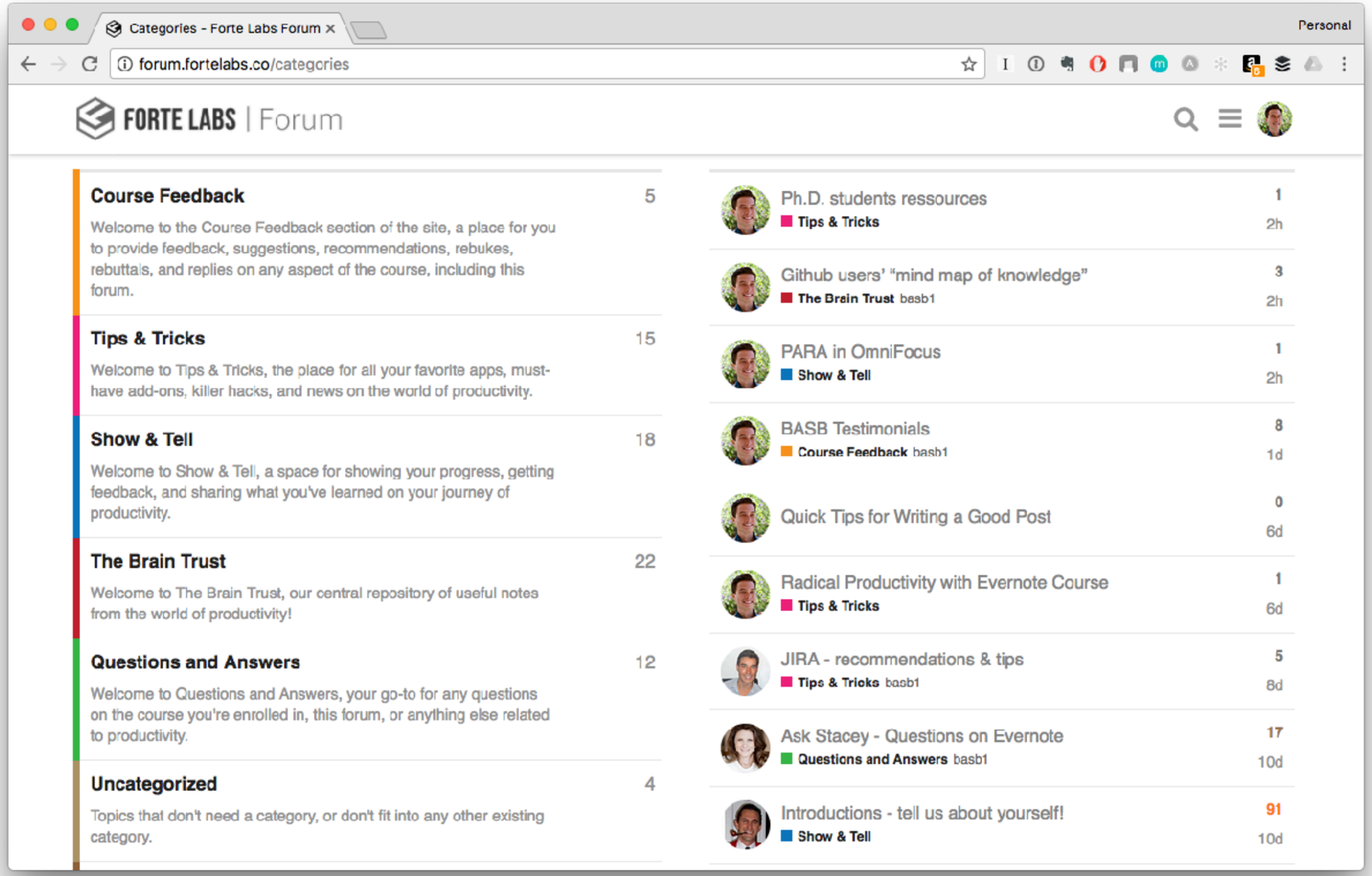



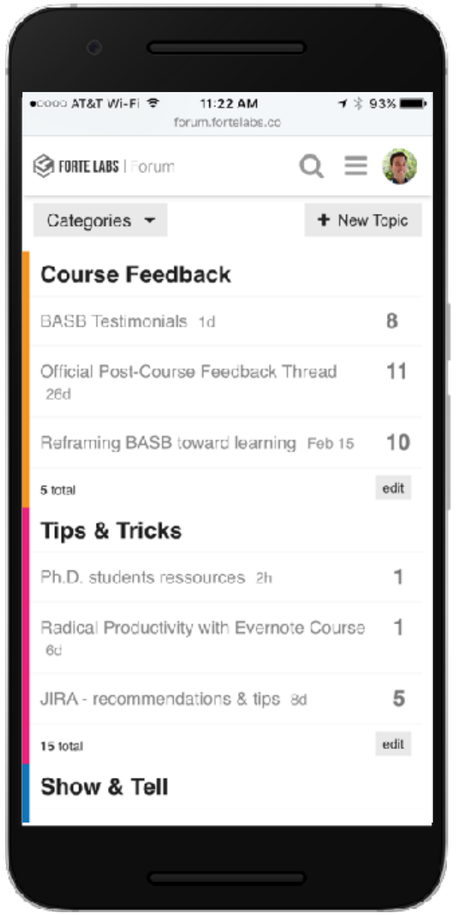


©fortelabs.co

Golden_Plaza

# Discussion Forum (Discourse)



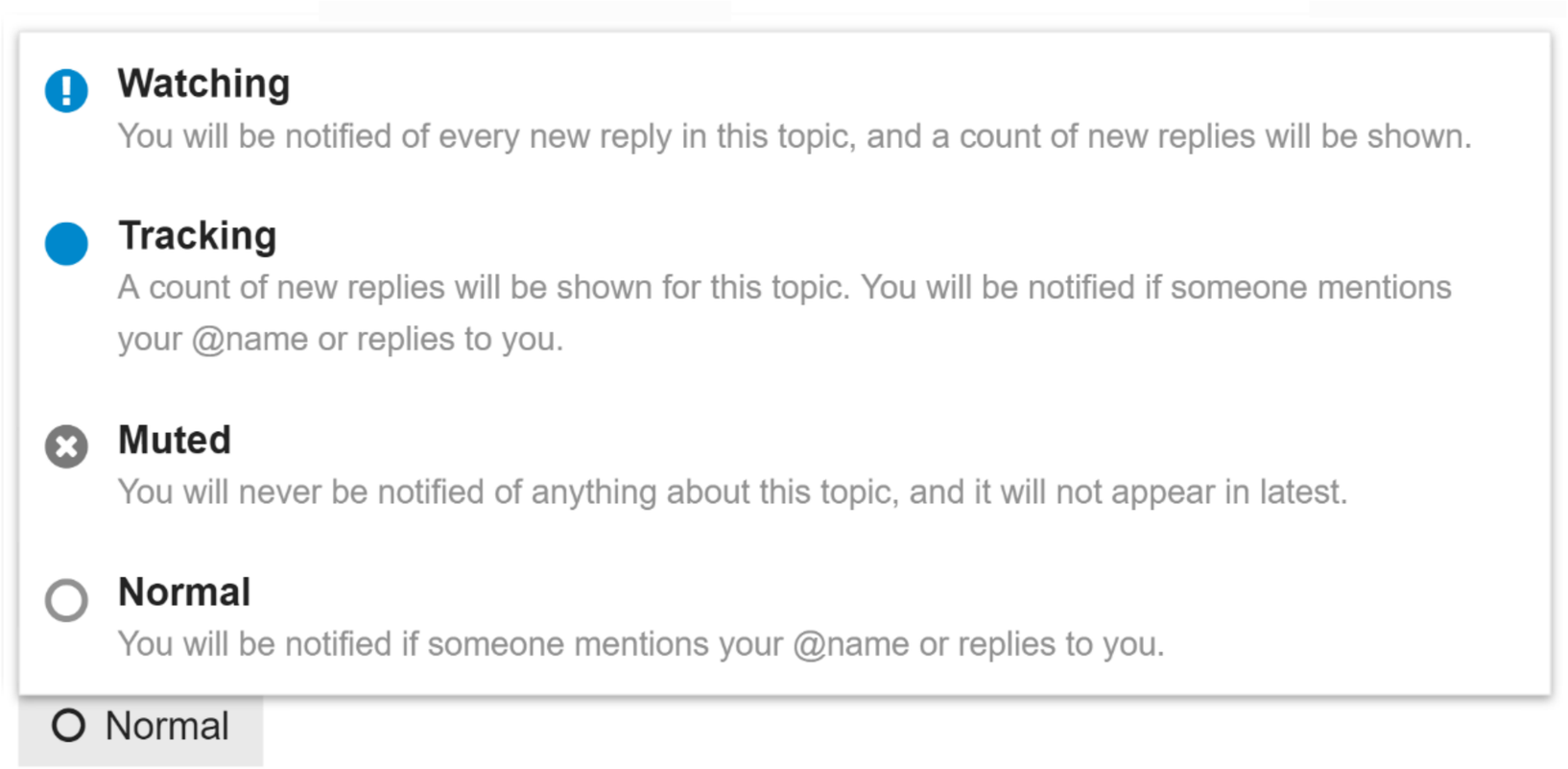





©fortelabs.co

Golden_Plaza

# Discussion Forum (Discourse)

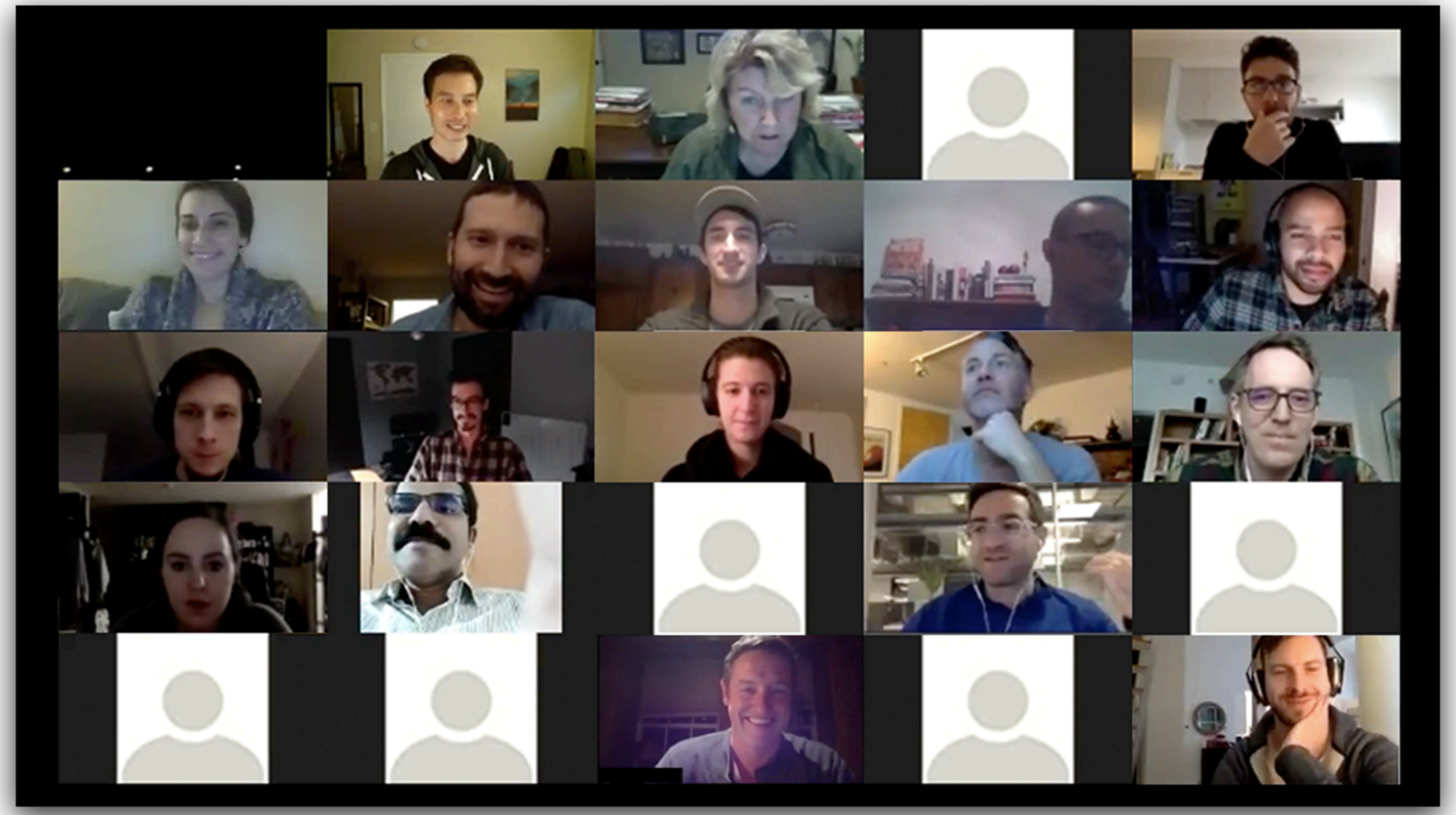


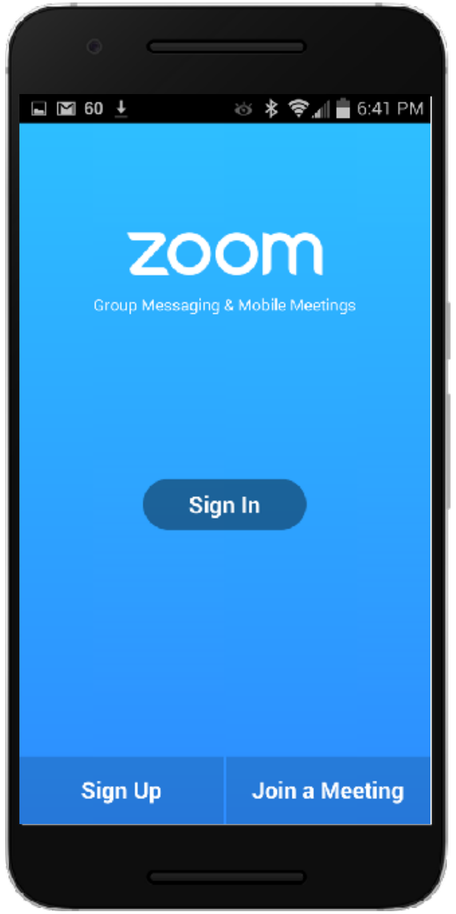



©fortelabs.co

Golden_Plaza

# Live Sessions (Zoom)







©fortelabs.co

Golden_Plaza

# What are we trying to accomplish here?


©fortelabs.co

Golden_Plaza

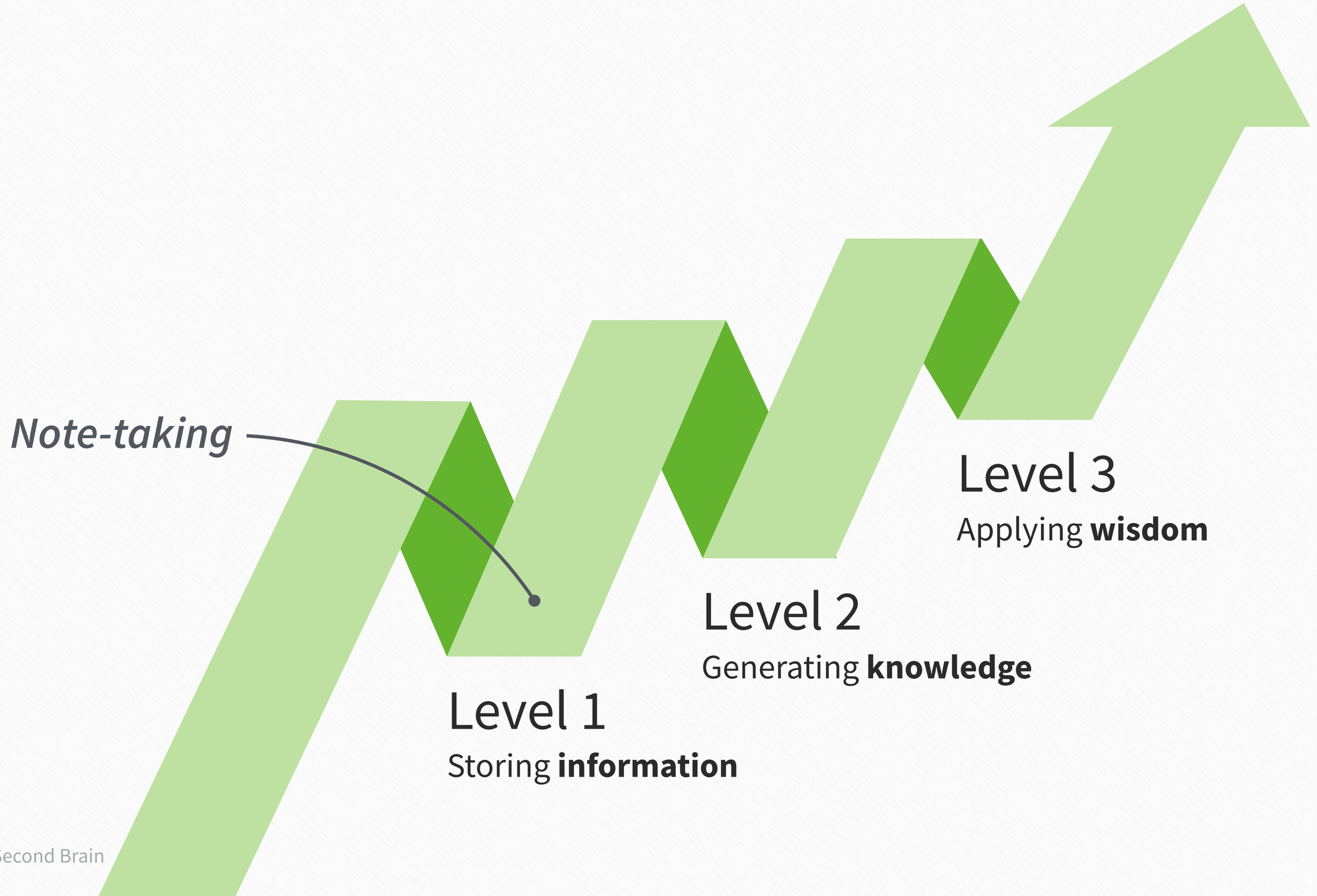
*“To give you a second brain”*

**Evernote’s original mission**



©fortelabs.co

Golden_Plaza

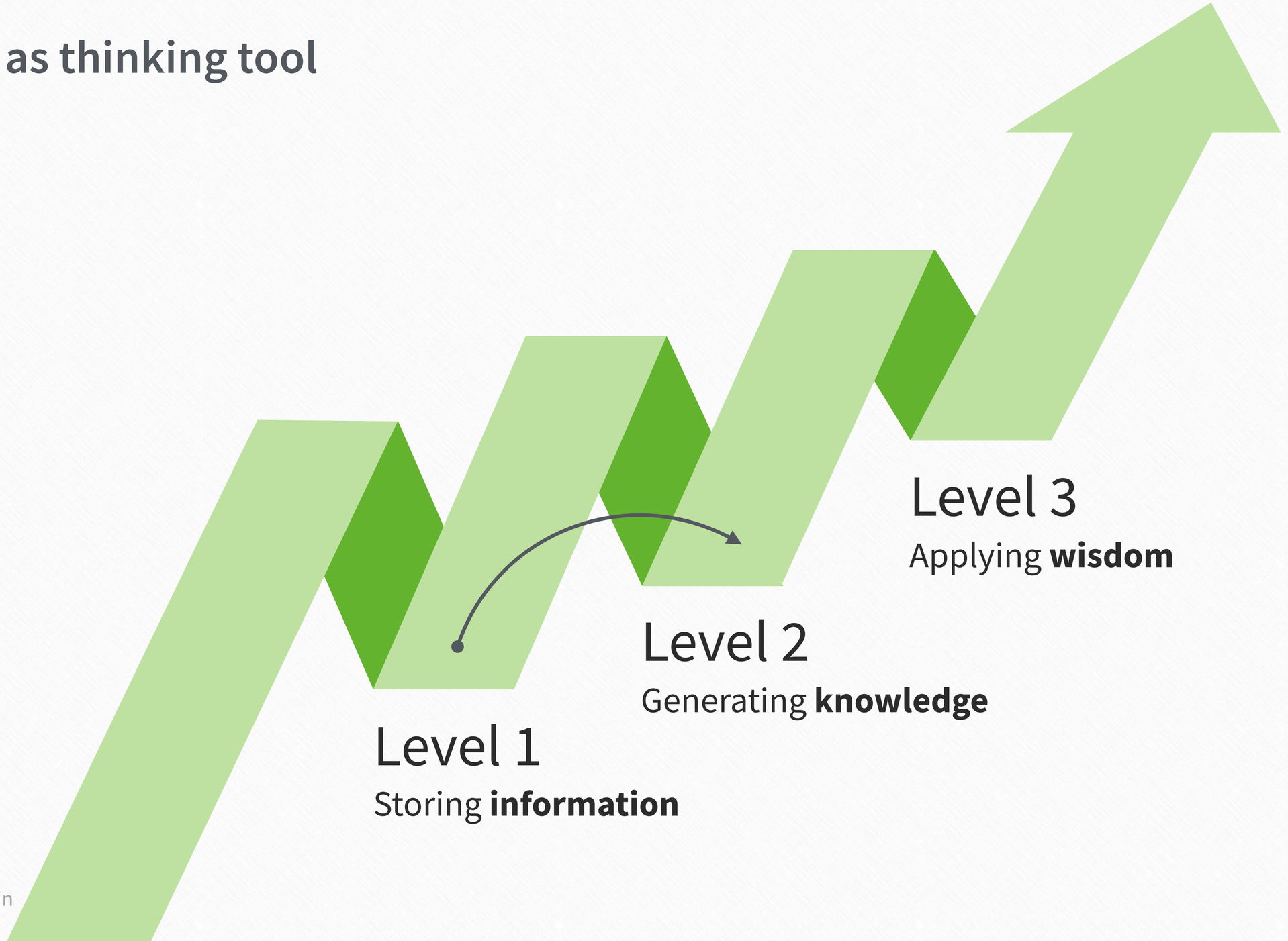





©fortelabs.co

Golden_Plaza

# Evernote as thinking tool






©fortelabs.co

Golden_Plaza

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

– Robert Henri



©fortelabs.co

Golden_Plaza

# What is our approach?


©fortelabs.co

Golden_Plaza

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

**Scott Barry Kaufman,** ***The Atlantic***



©fortelabs.co

Golden_Plaza

# The 3 pillars

| CAPTURE | ORGANIZE | RETRIEVE |
| --- | --- | --- |
| **Progressive Summarization** | **P.A.R.A.** | **Just-in-Time Project Mgmt** |


©fortelabs.co

Golden_Plaza

# The 3 pillars

| | CAPTURE | ORGANIZE | RETRIEVE |
|---|---|---|---|
| | **Progressive Summarization** | **P.A.R.A.** | **Just-in-Time Project Mgmt** |
| Practice | **Unit 4**<br>Progressive Summarization | **Unit 2**<br>Organizing for Insight | **Unit 6**<br>Workflow & Retrieval |
| Theory | **Unit 5**<br>Maximizing Return-on-Attention | **Unit 3**<br>Digital Cognition | **Unit 7**<br>Just-In-Time Project Management |


©fortelabs.co

Golden_Plaza

# Takeaway emails

Action steps

Weekly exercises

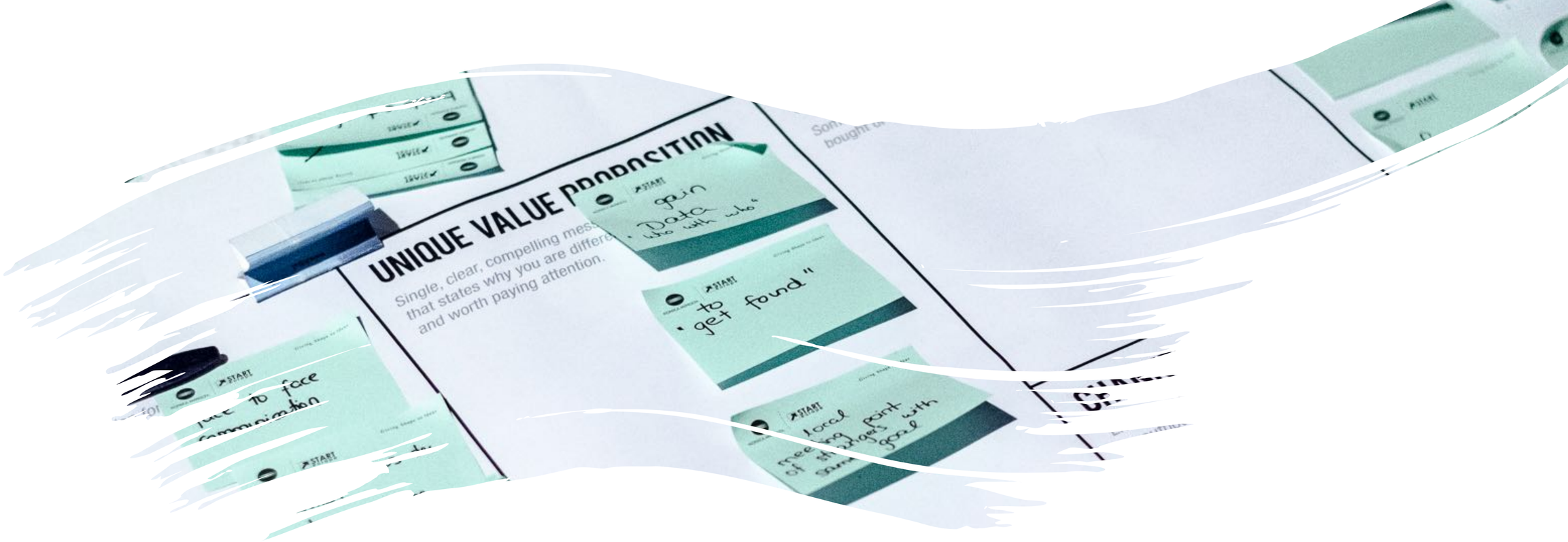
Source notes

Bonus content



©fortelabs.co

Golden_Plaza




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



©fortelabs.co