

BUILDING A SECOND BRAIN

CAPTURE, ORGANIZE, AND RETRIEVE
YOUR IDEAS USING DIGITAL NOTES

An Online Course by

Tiago Forte of  FORTE LABS



Welcome to the course!



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



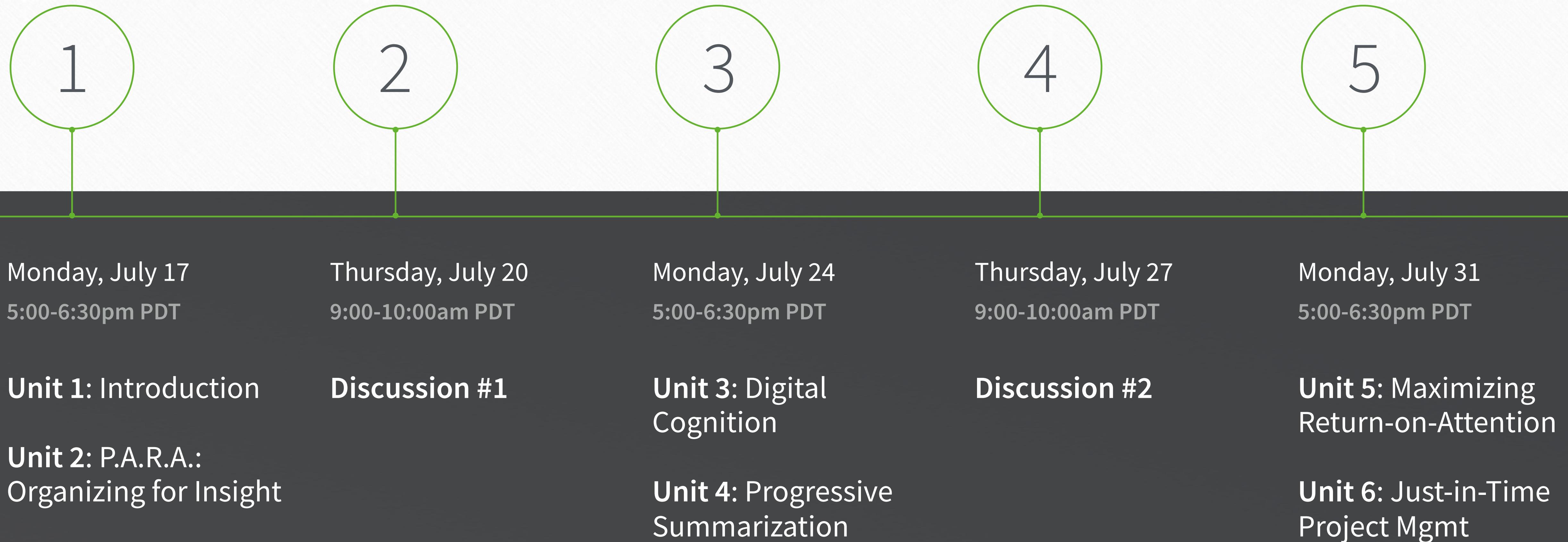
01

Introduction to the Course

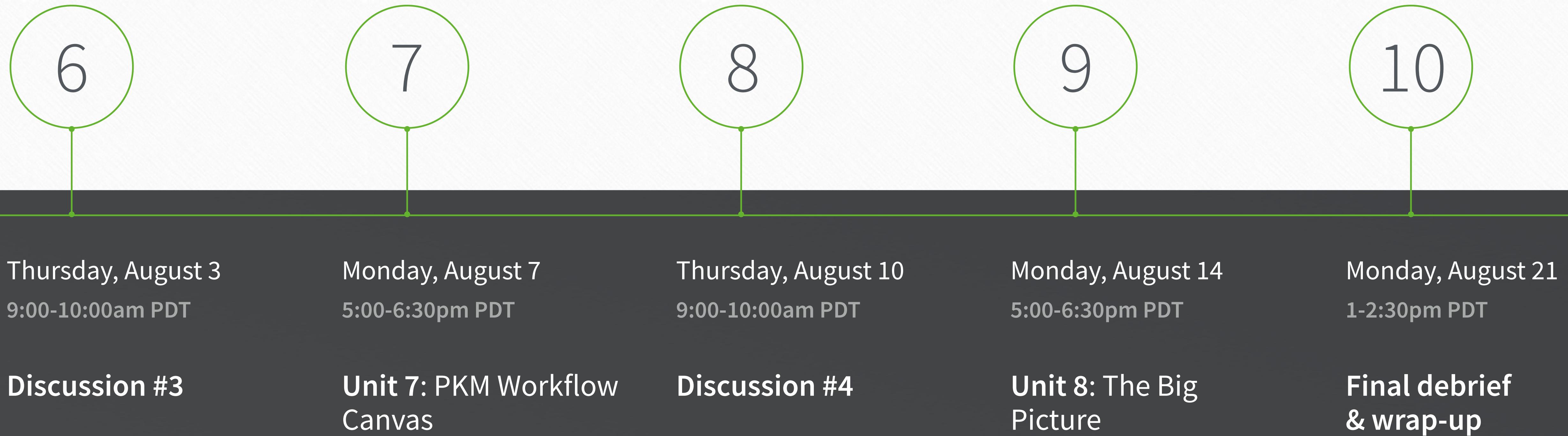
Intention of the Unit

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

Course Timeline



Course Timeline



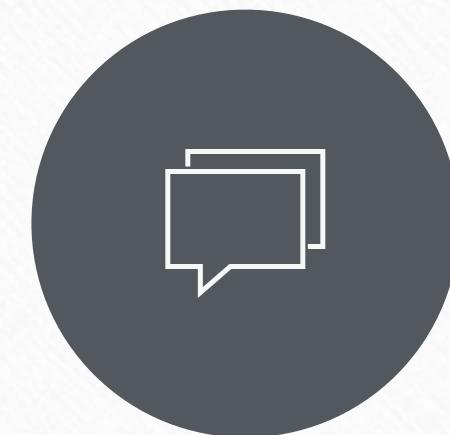
Course Components



LESSONS (Teachable)

Lecture videos, condensed recordings, slides, chat transcripts

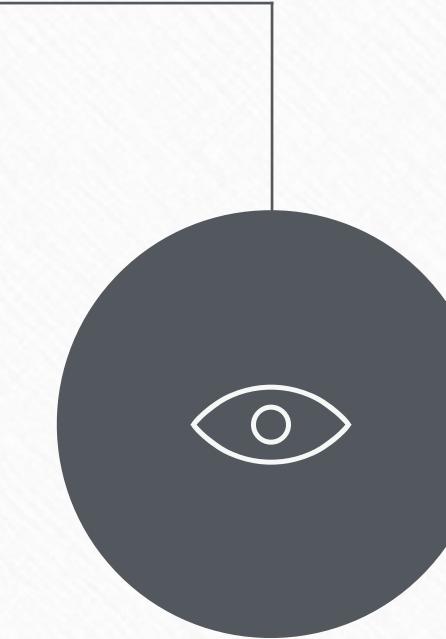
learn.fortelabs.co



DISCUSSION FORUM (Discourse)

Discussions, exercises, additional resources, feedback

forum.fortelabs.co



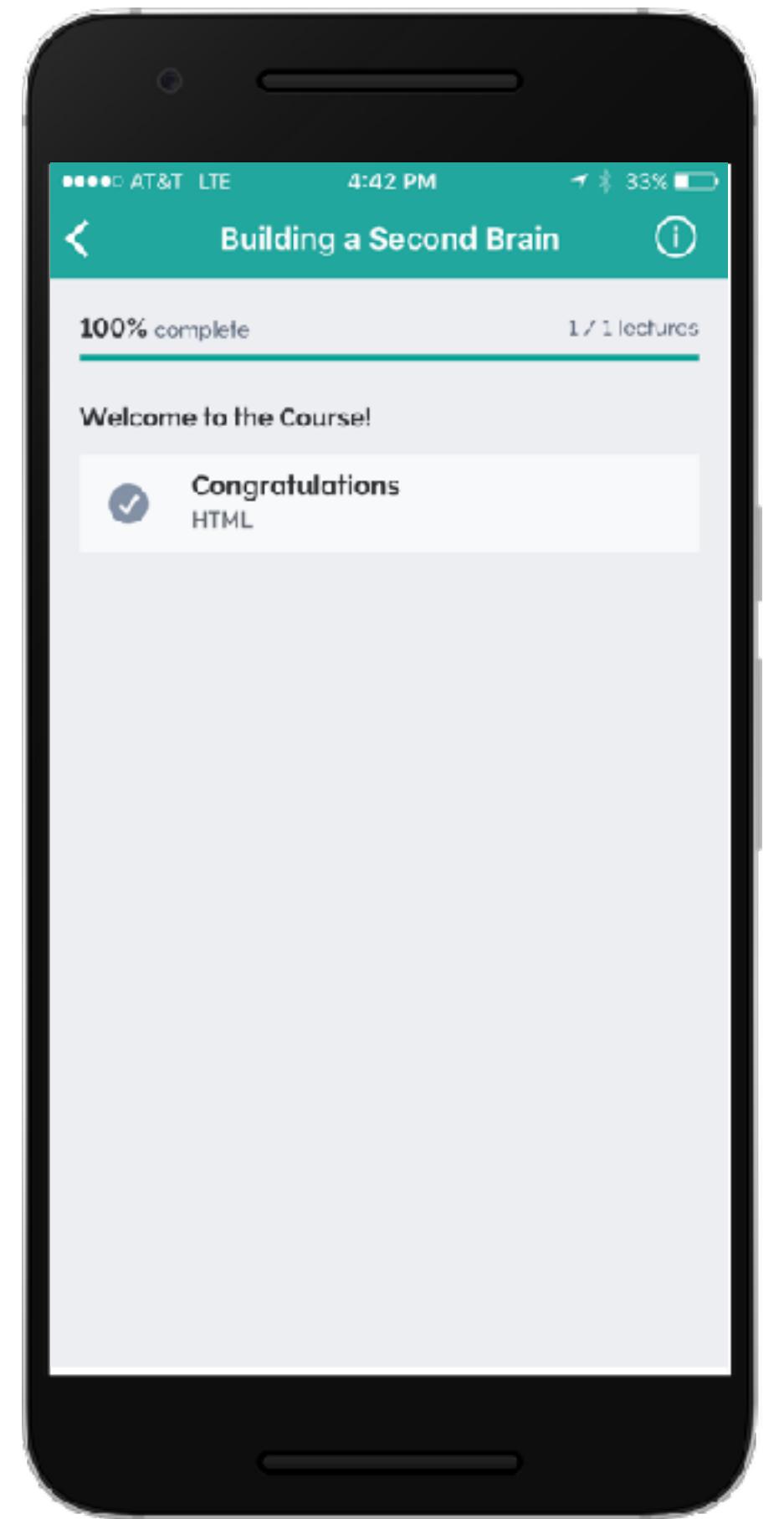
LIVE SESSIONS (Zoom)

Twice-weekly video conference calls

Link and password will be sent out each Sunday

Lessons (Teachable)

The screenshot shows a Teachable course page titled "BUILDING A SECOND BRAIN". The main content area displays a "Class Curriculum" section with a "Start next lecture" button and a "Congratulations" message. Below this is 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)

Forte Labs Forum

Welcome to the Forte Labs Forum, a private community of peers and Forte Labs Online course alumni. Share your [collective knowledge](#), [offer tool and technique recommendations](#), and share the [progress you've made](#) on your productivity journey. Tiago and others are always checking in, so don't be afraid to [ask a question or offer feedback](#) anytime.

Have a look at the [Getting Started Guide](#) and [Quick Tips for Using This Forum](#).

[+ New Topic](#)

Category	Topics	Latest
Tips & Tricks	42	Quick Tips for Writing a Good Post Mar 22
		How to use Evernote's advanced search syntax Apr 14
		Random-note-per-day: seeking programmer willing to try 11d
Show & Tell	25	Final Project: PKM Workflow Canvas 25d
		Evaluating Areas: Continutive Jun 6
		My blockchain 101 course May 25

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[+ New Topic](#)

Discussion forum (Discourse)

Tips & Tricks

Tips & Tricks is the place for all your favorite apps, must-have add-ons, killer hacks, and news on the world of productivity. Please don't simply post a link or the name of a tool. Include some sort of commentary: the good, the bad, the ugly, your opinion, etc.

Show & Tell

Show & Tell is a discussion space for showing your progress and sharing what you've learned on your journey of productivity. Receive feedback (or encouragement) from others in a non-judgmental environment of constructive critique.

The Brain Trust

Welcome to The Brain Trust, our central repository of useful notes from the world of productivity! This is a place for you to share notes, insights, and learnings that could be useful to others. This includes notes from books, articles, films, essays, podcasts, or any other source.

Questions and Answers

Questions and Answers is your go-to for any questions on the course you're enrolled in, this forum, or anything else related to productivity.

42 Any other Beeminder or Complice users here? 1h

Quick Tips for Writing a Good Post Mar 22
How to use Evernote's advanced search syntax Apr 14

25 Introductions - tell us about yourself! 1h

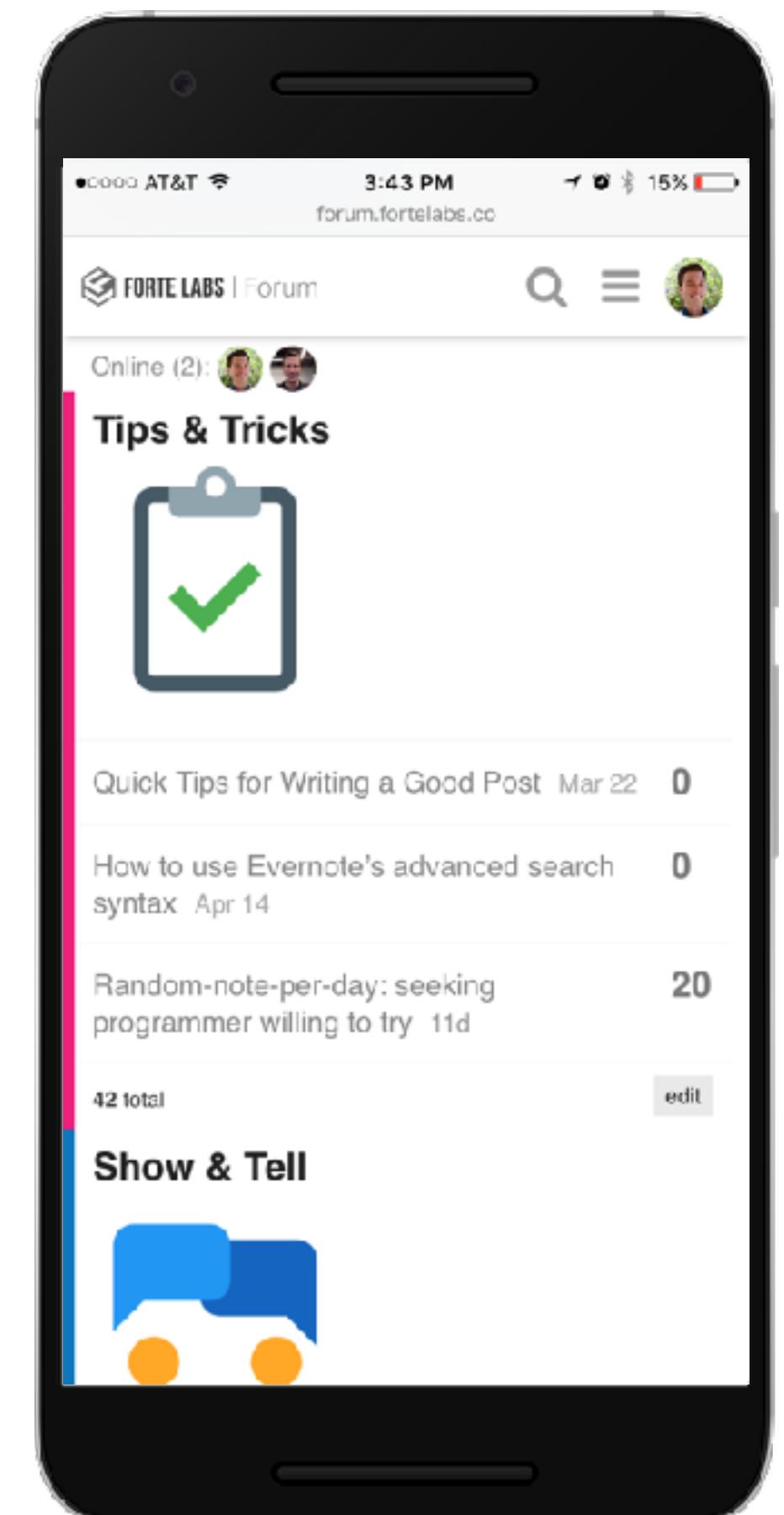
Final Project: PKM Workflow Canvas 28d
Evaluating Areas: Continuative Jun 6

51 How to Turn a Single Blog Post Into 10 Fresh Pieces of Content (Or More!) May 3

Example of Personal Knowledge Mindmap 28d
Workflow Strategy #9: Context Switch May 11

27 How are Strengths Constraints? May 23

Interpreting Information—need citation and further sources May 16
Ask Chuck - Questions on Mind-Mapping and Creative Problem Solving May 7



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

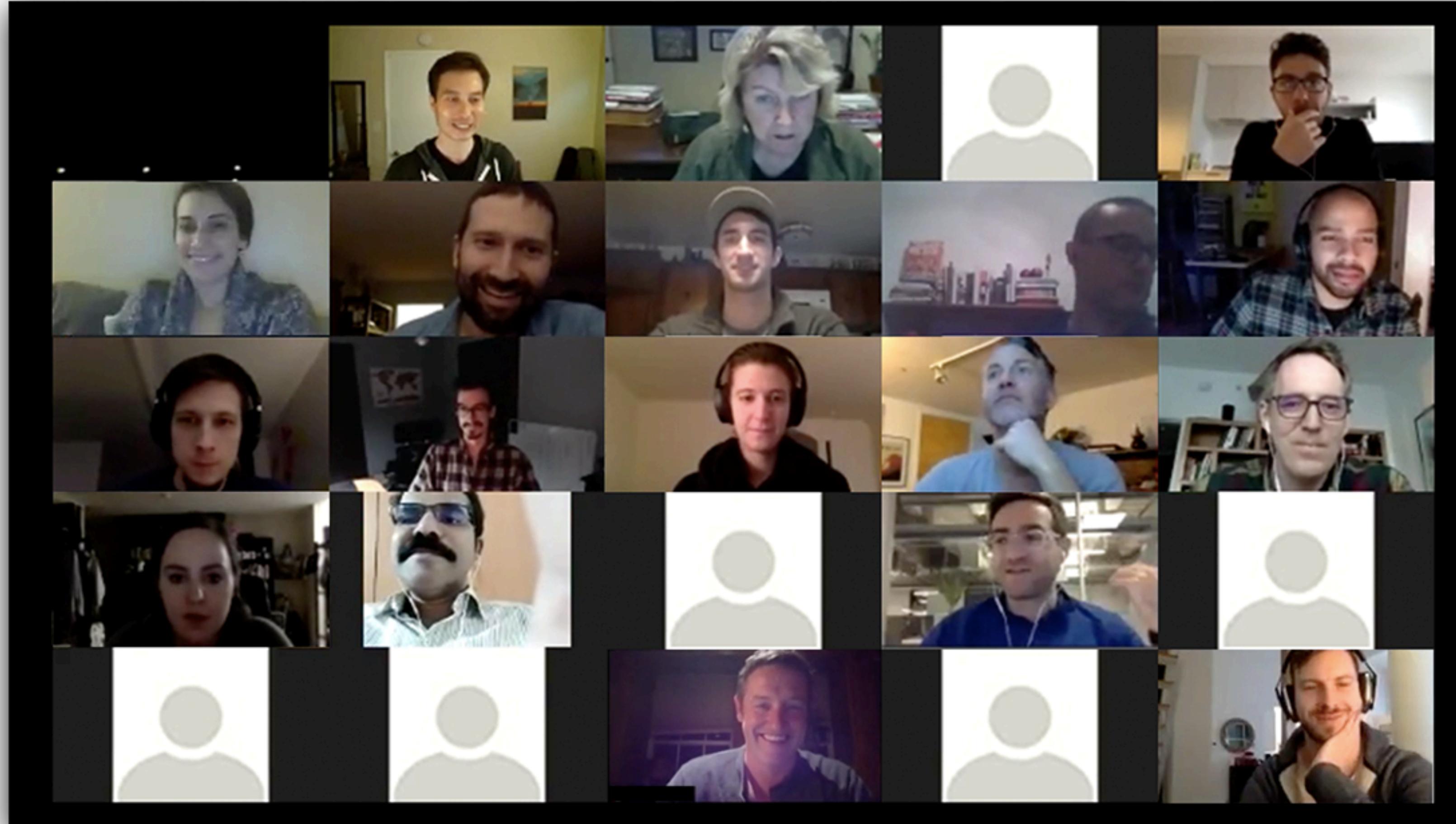
You will never be notified of anything about this topic, and it will not appear in latest.

Normal

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

Normal

Live sessions (Zoom)



Example program (Evernote)

BSB3

+ New Note in BSB3 ▾ New Chat Search notes

BSB3

All Notes BSB3

Title: Welcome to Web Summit* Created: Jun 2, 2017 Updated: Jun 2, 2017

Welcome to Web Summit



Welcome to the official Web Summit Keynotes notebook, brought to you by [Evernote](#), your note-taker for Web Summit 2016. Here you'll find a curated selection of summaries, highlights, and takeaways from the Centre Stage.

How to use this notebook

1. Each keynote speech has its own dedicated note. Find the keynote you're looking for by browsing the selection of notes.
2. Note summaries are taken live during the event. If a note is empty, then the keynote has yet to take place. Upon the conclusion of each keynote session, note summaries and highlights go through a final round of refinement.
3. You can always come back to this notebook by going to bit.ly/evernotewebsummit. Alternatively, save a copy of this notebook to your own Evernote account. (More about creating an Evernote account below.)
4. Feel free to share this notebook with others using the same link above.

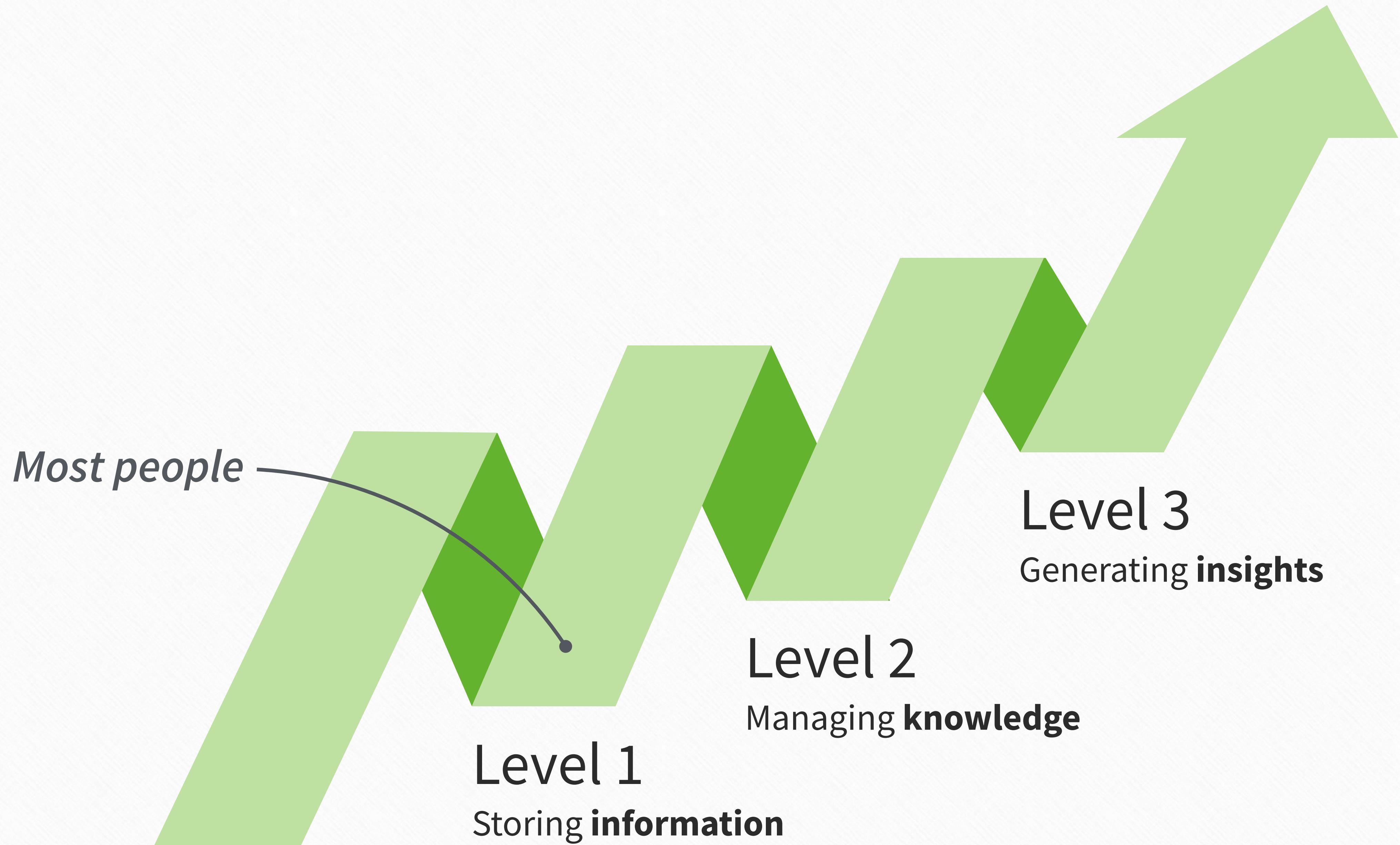
Creating an Evernote account



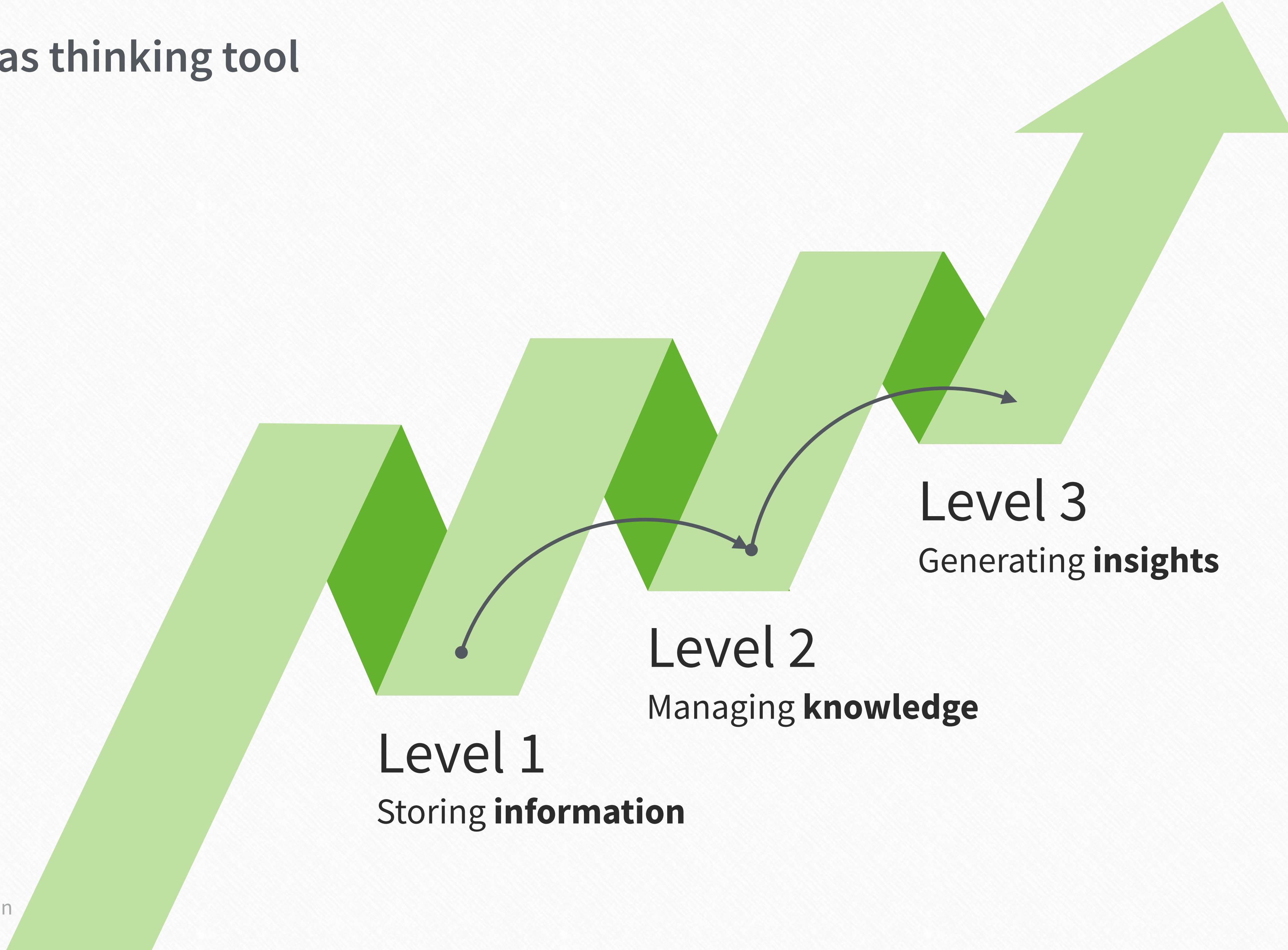
What are we trying to accomplish here?

“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

Just-In-Time
Project Management

Theory

Unit 5

Maximizing
Return-on-Attention

Unit 3

Digital Cognition

Unit 7

The Big Picture

Takeaways



Action steps

A checklist of tasks to complete before the next session



Weekly exercises

Hands-on exercises to put new principles and techniques into practice



Source notes

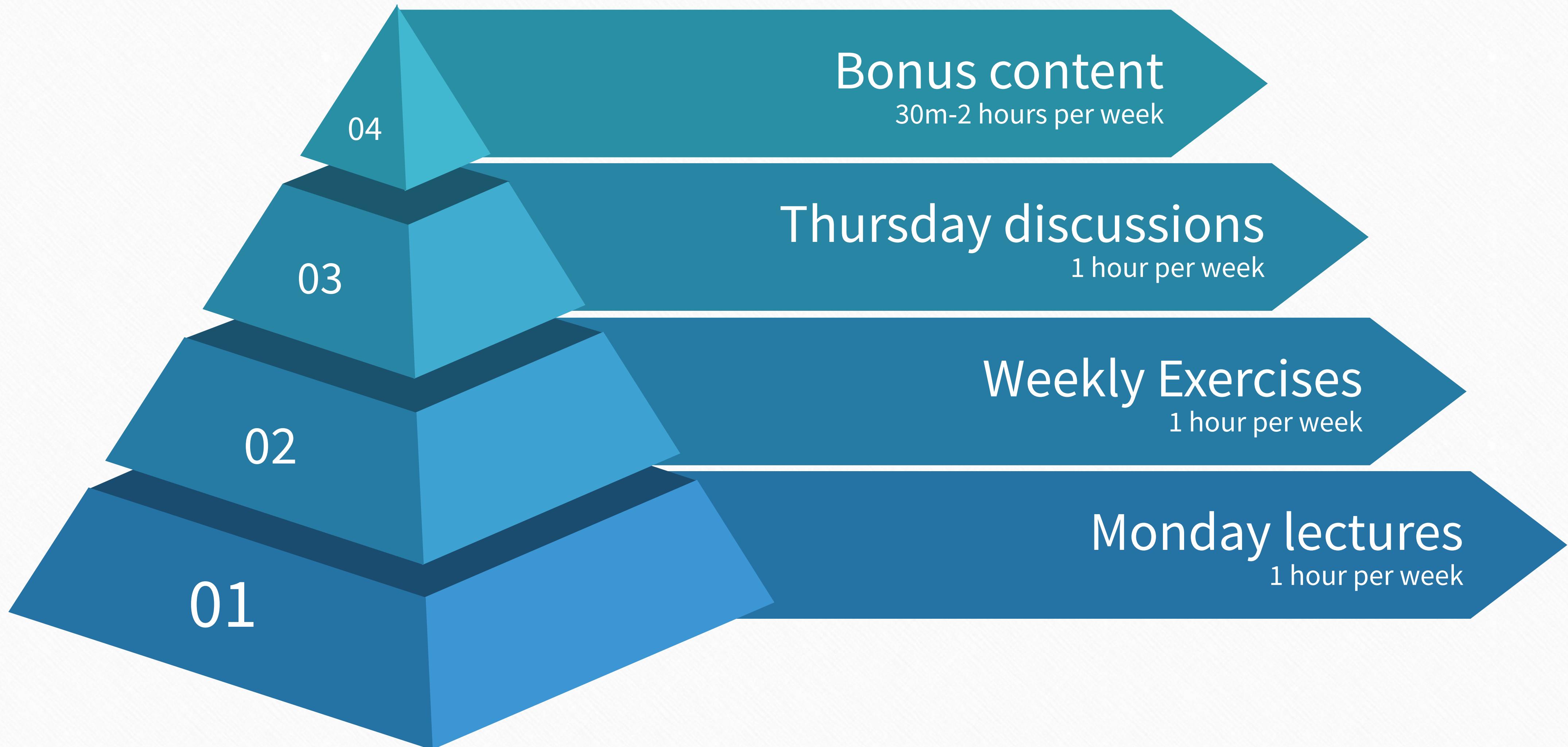
Links to my original notes on all sources used in the course



Bonus content

Supplementary Interviews, guest lectures, blog posts, and videos

Scaling your attention



Actionable information (to-dos, projects, deliverables)



Non-actionable information (notes, reference files, research)



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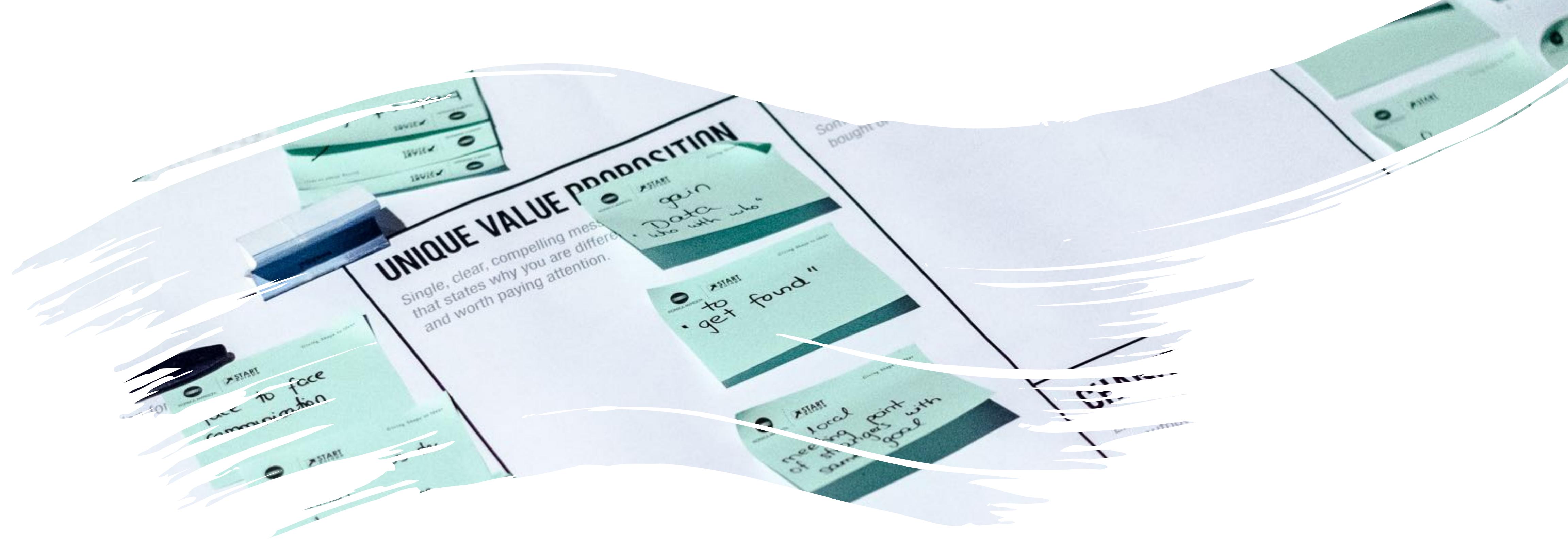
Moritz Bierling
Forum Moderator
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DEV

group

What do you do?





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