

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

5

6

7

8

9

Monday, April 17
5:00-6:30pm PDT

Thursday, April 20
9:00-10:00am PDT

Monday, April 24
5:00-6:30pm PDT

Thursday, April 27
9:00-10:00am PDT

Monday, May 1
5:00-6:30pm PDT

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

Discussion #3

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

Discussion #4

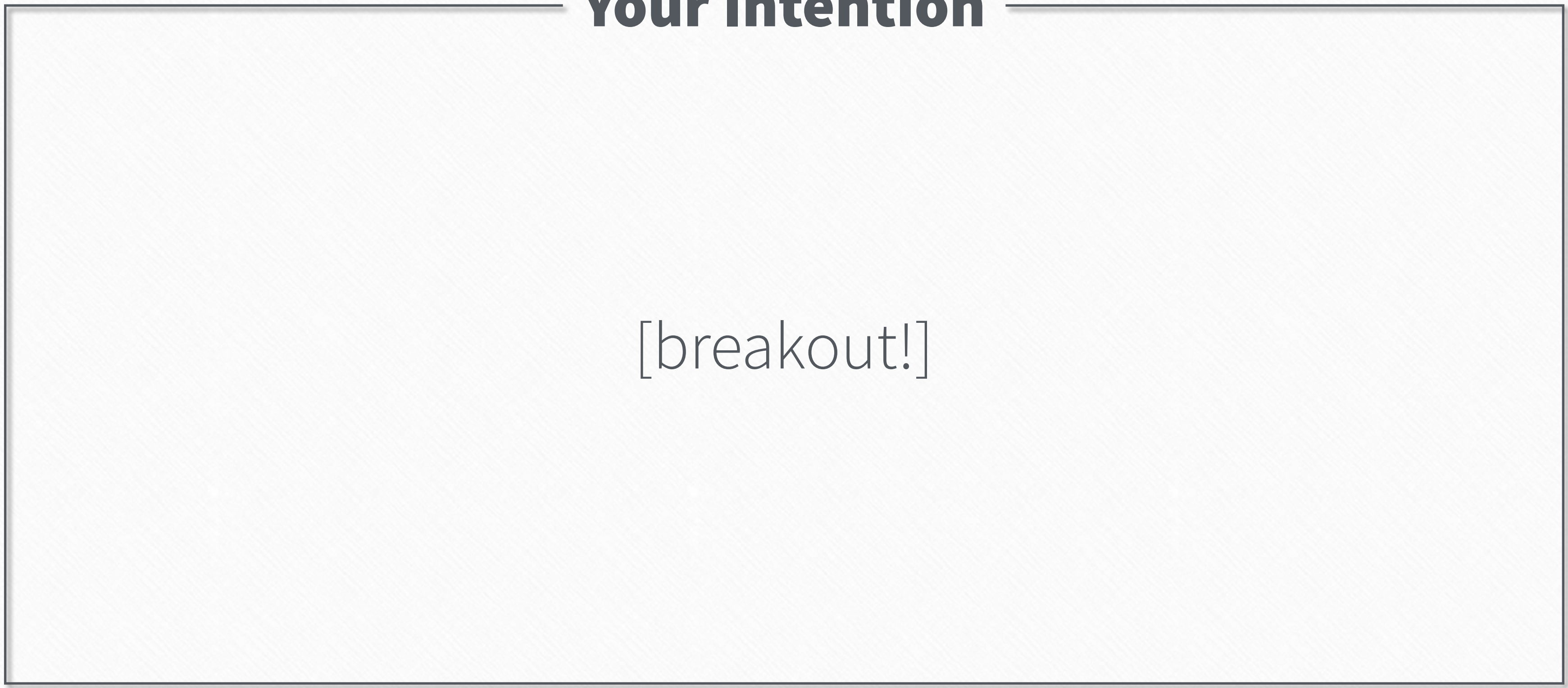
**Final discussion
& wrap-up**

**Unit 6: Workflow &
Retrieval**

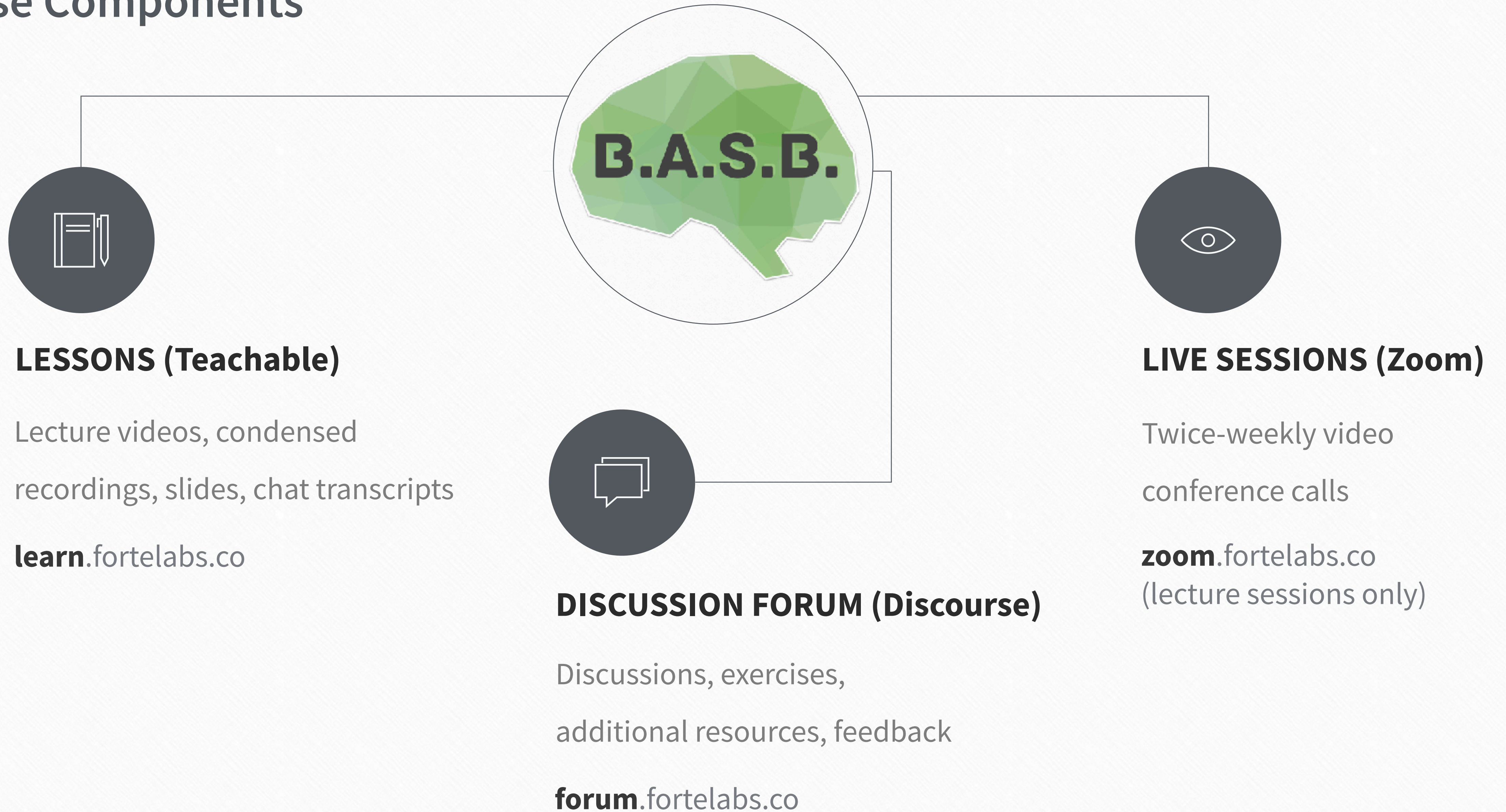
**Unit 8: The Big
Picture**

Your Intention

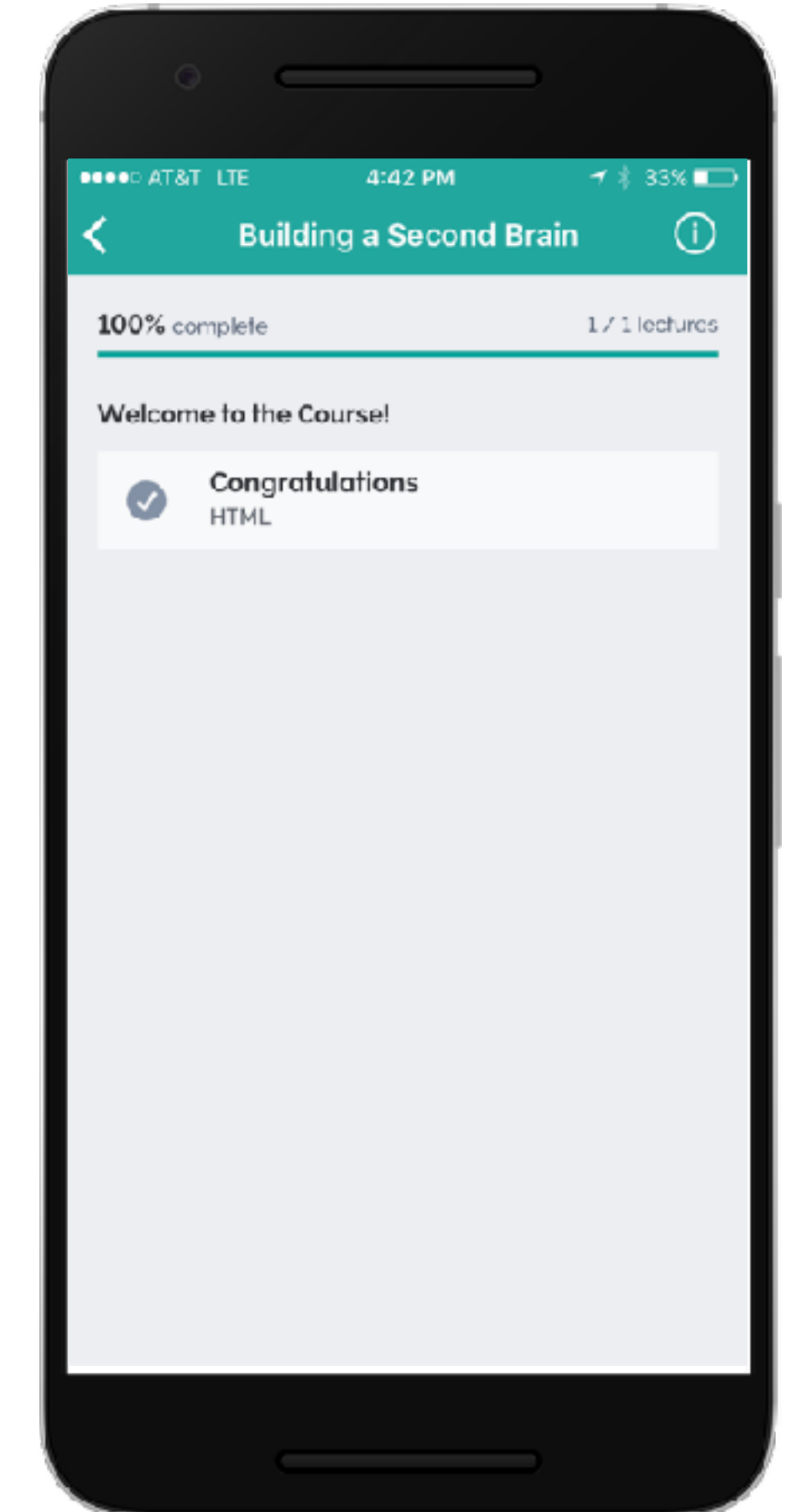
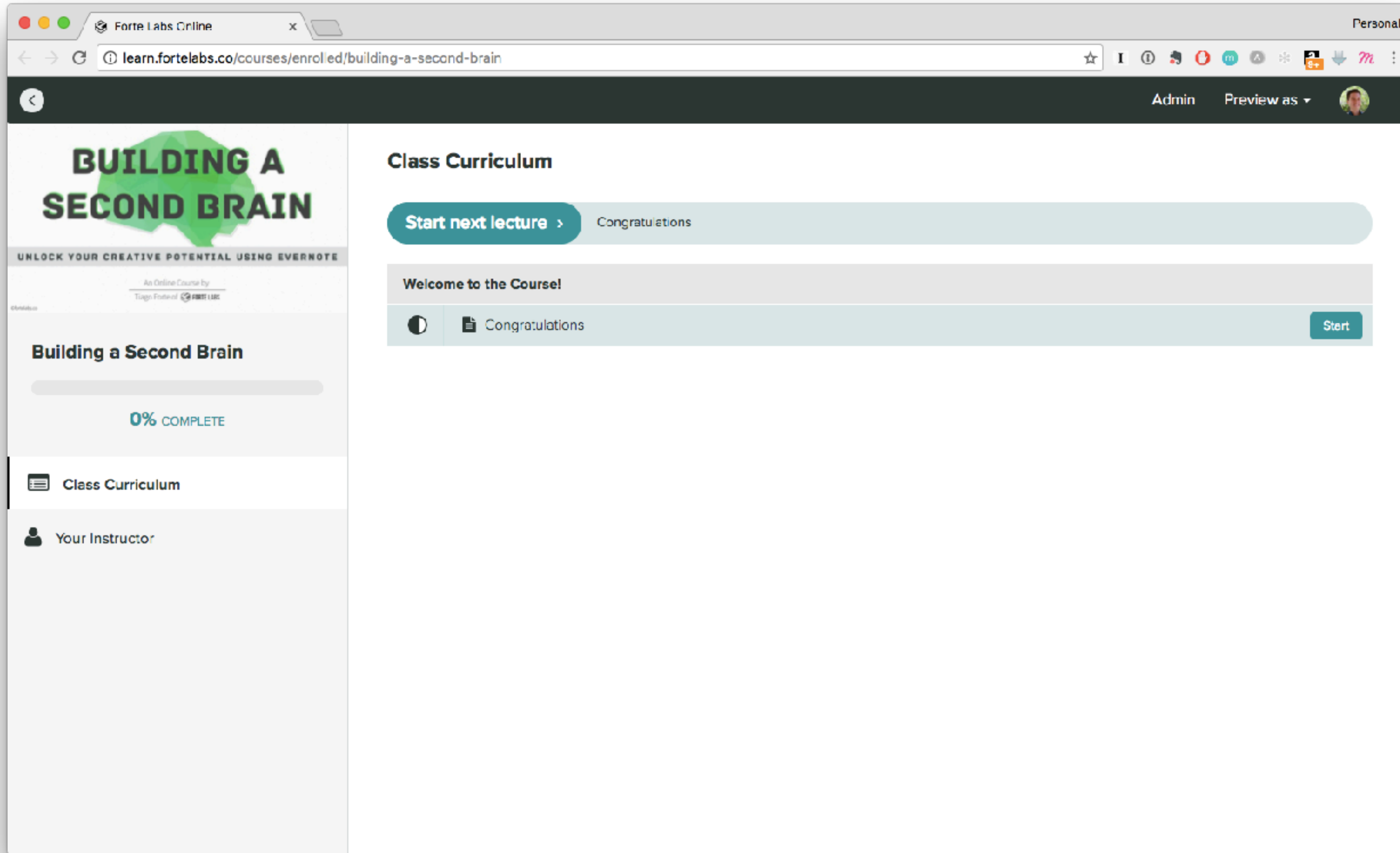
[breakout!]



Course Components



Lessons (Teachable)



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

all categories ▾ **Latest** New Unread Top Categories + New Topic

Topic	Category	Users	Replies	Views	Activity
Ph.D. students ressources	Tips & Tricks		1	3	2h
Github users' "mind map of knowledge" basb1	The Brain Trust		3	21	2h
PARA in OmniFocus	Show & Tell		1	3	2h
last visit					
BASB Testimonials basb1	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:

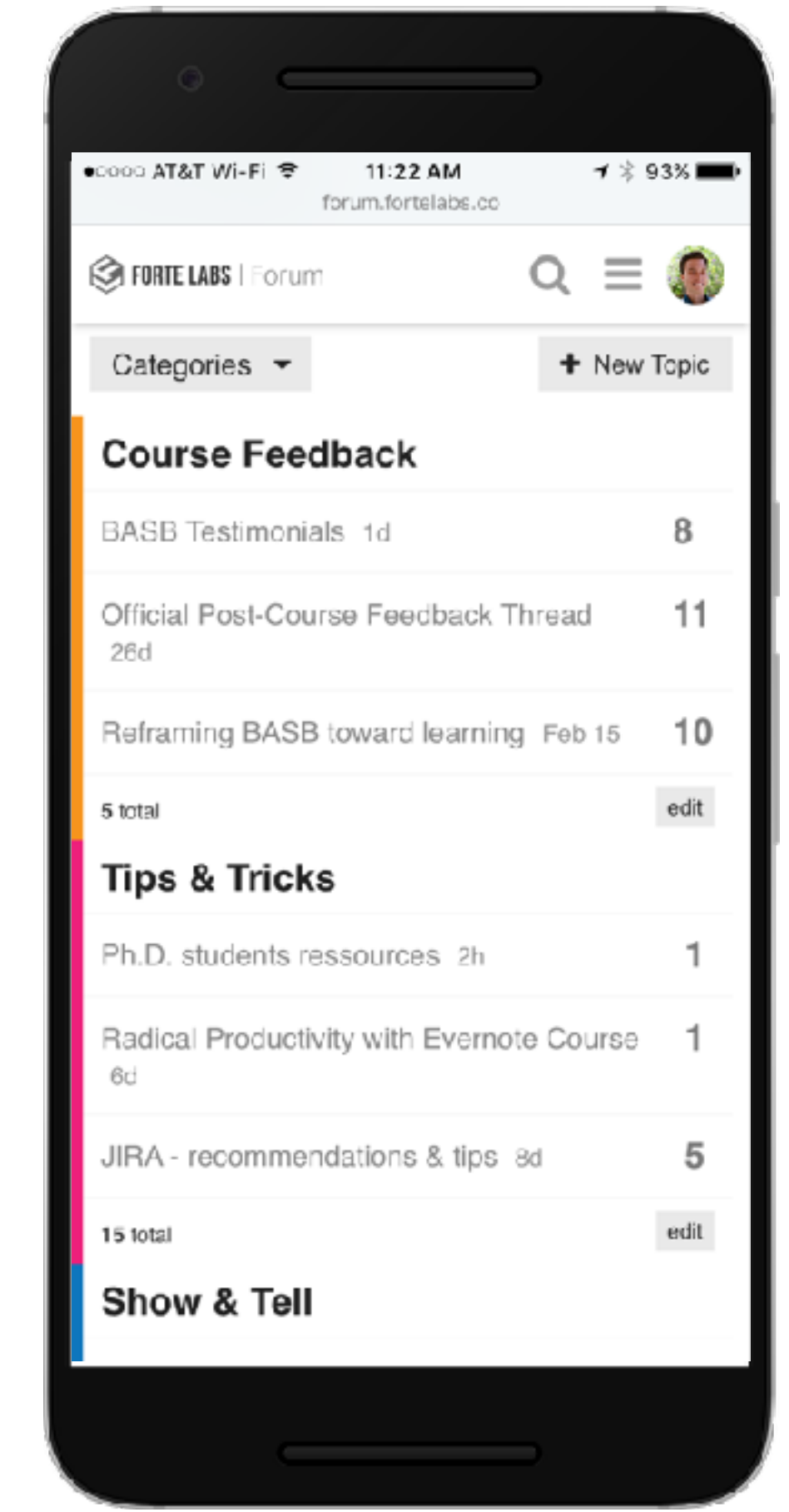
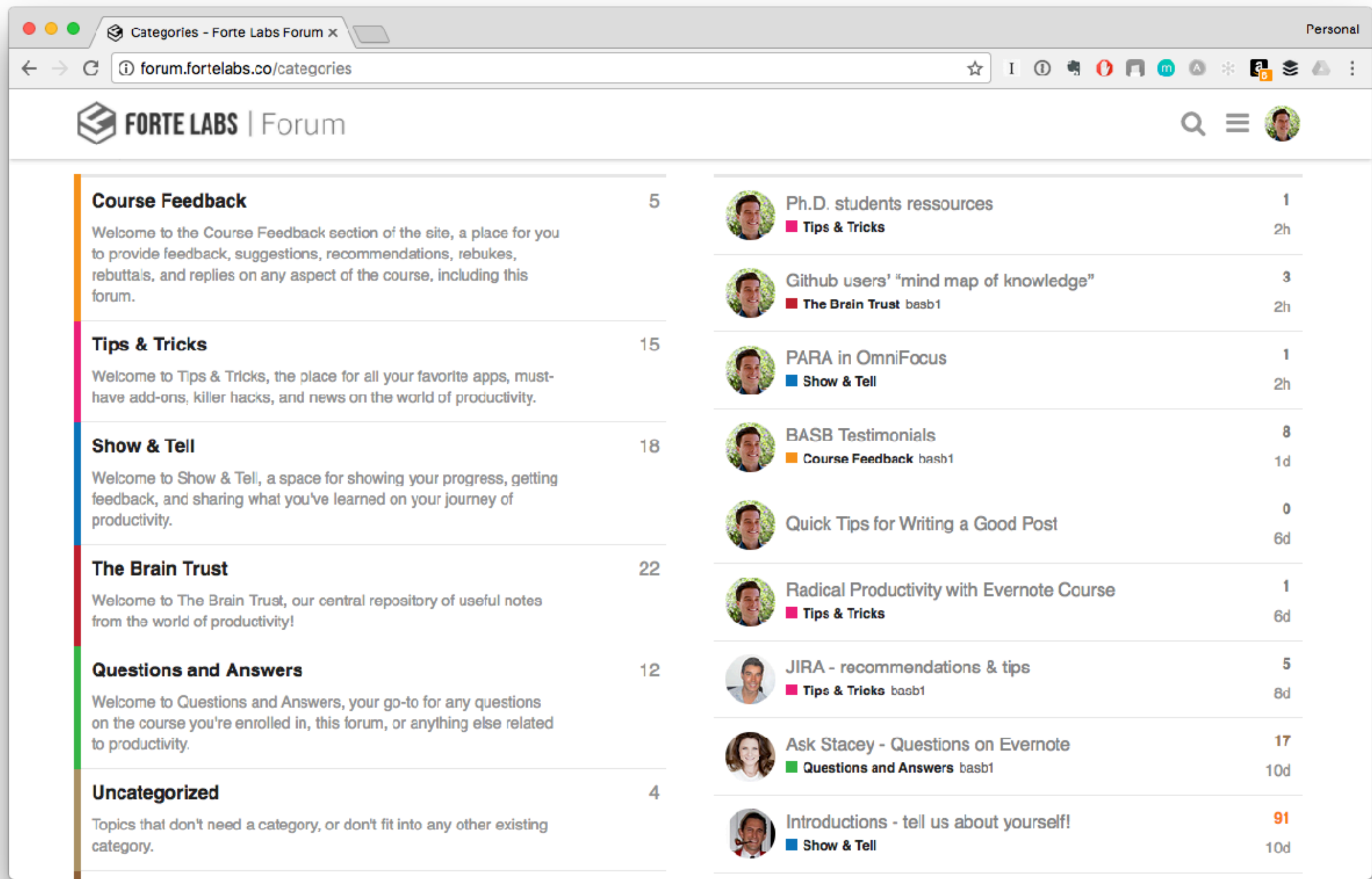
1. Introduce yourself in the [Introductions](#) thread

Latest (3) ▾ + New Topic

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

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

Discussion Forum (Discourse)

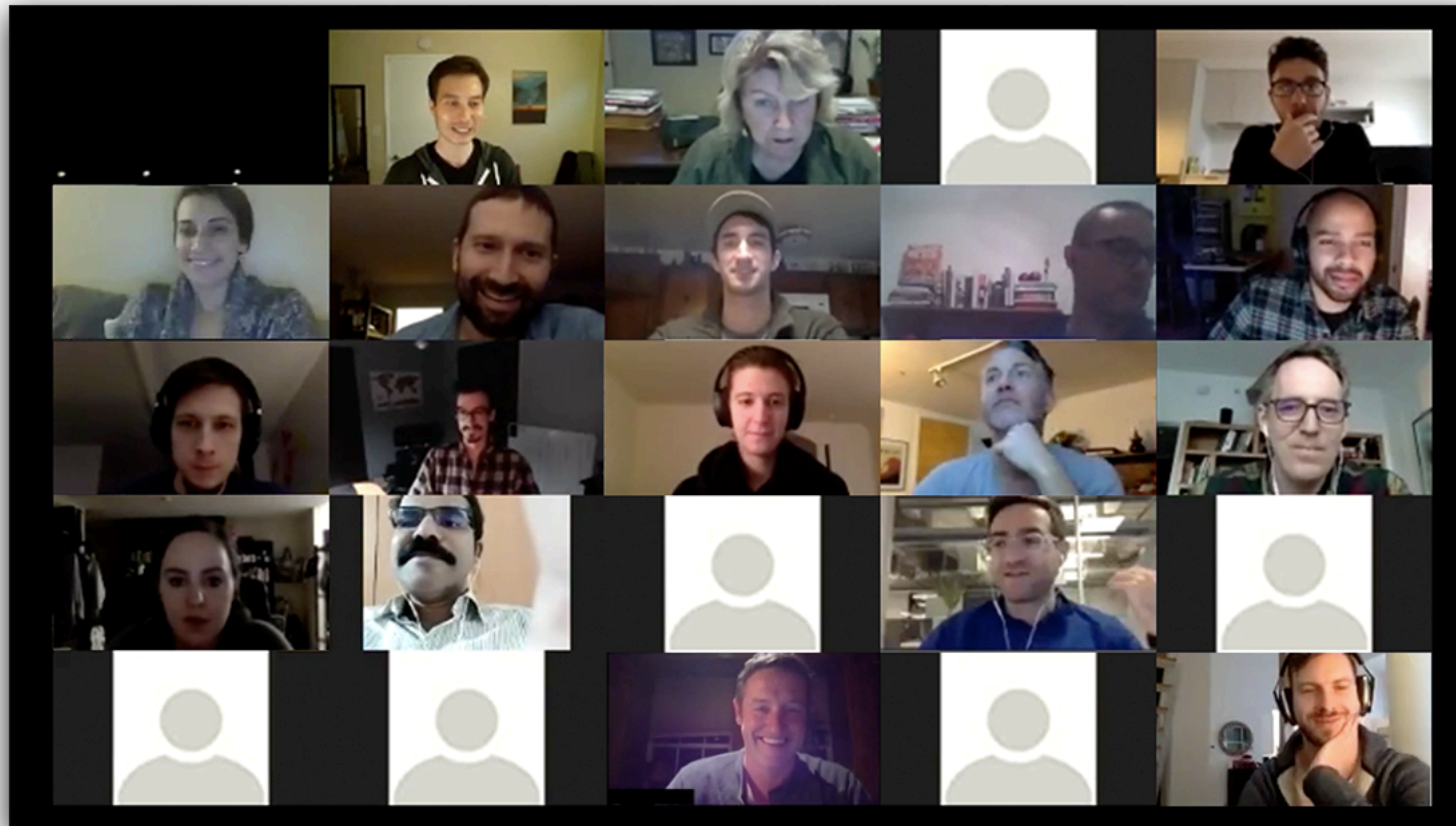


Discussion Forum (Discourse)

- 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

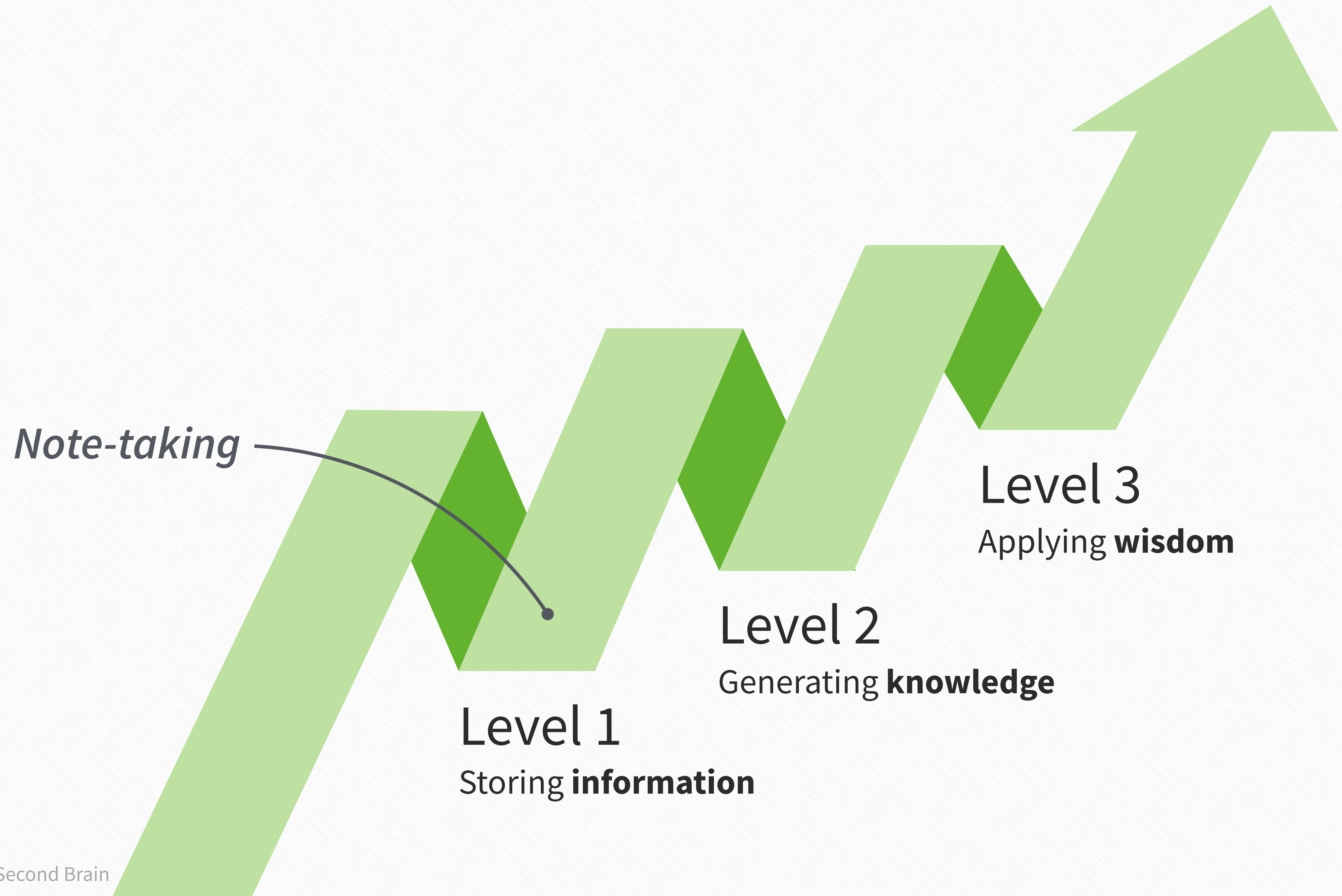
Live Sessions (Zoom)



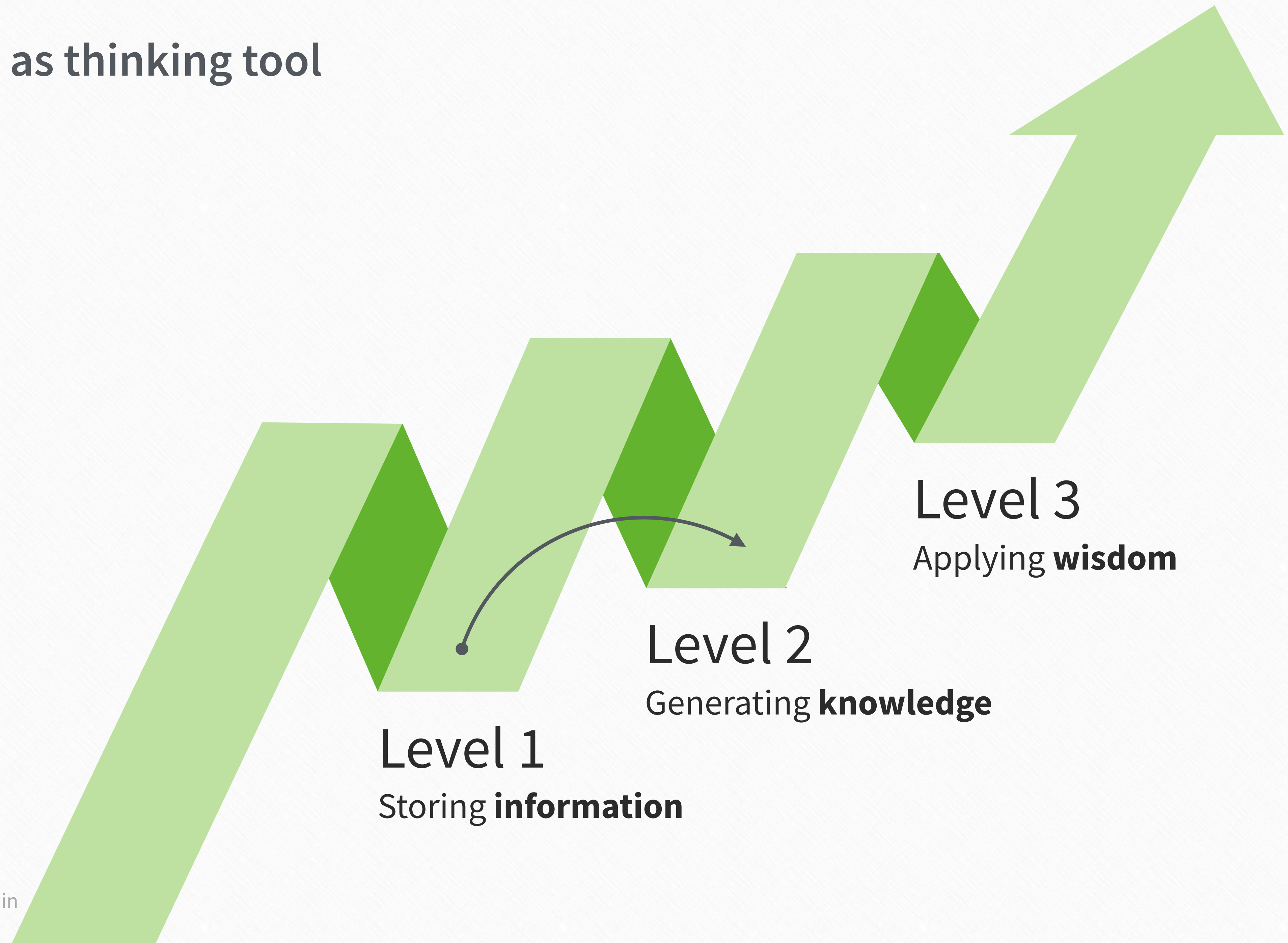
What are we trying to accomplish here?

“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?

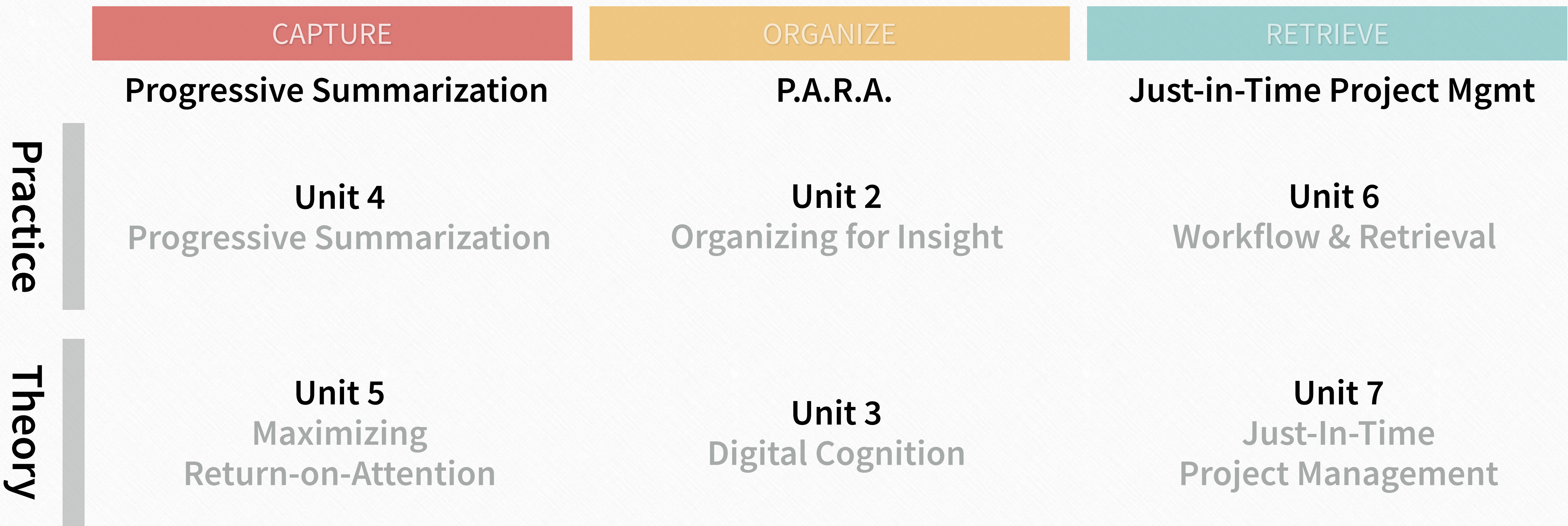
*“What these findings suggest is that creativity doesn’t just involve imagination. It also involves motivation, **organization,** and **collaboration.**”*

Scott Barry Kaufman, *The Atlantic*

The 3 pillars



The 3 pillars



Takeaway emails



Action steps



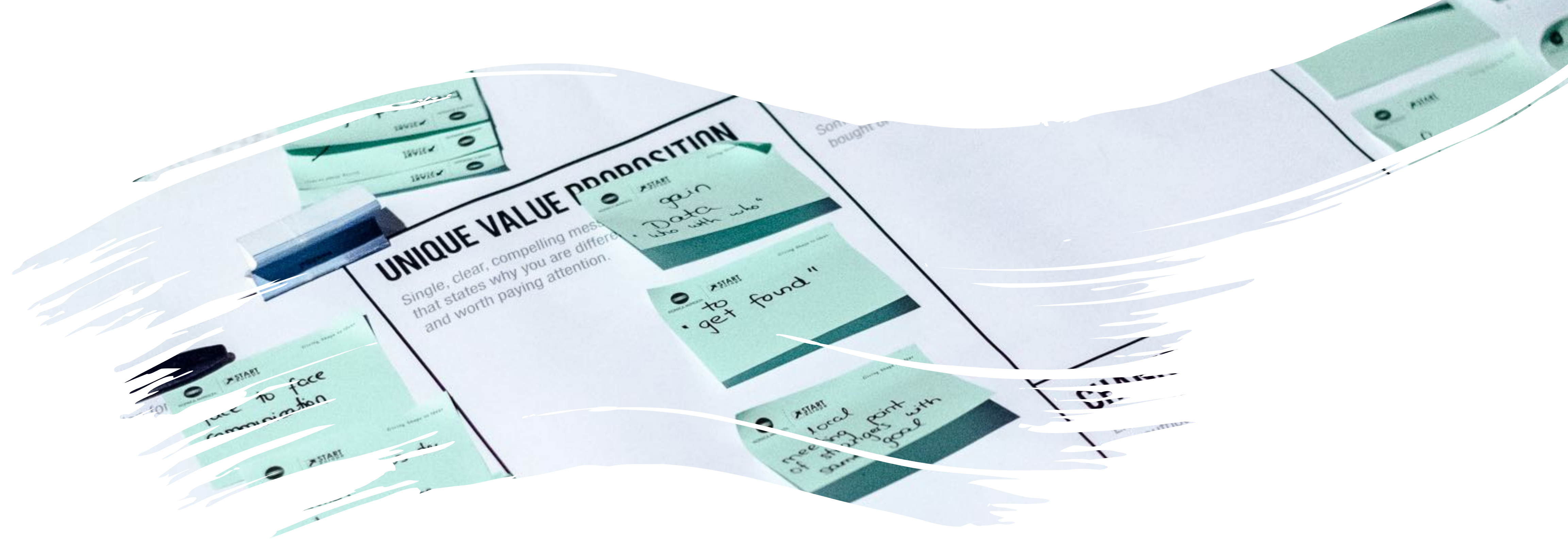
Weekly exercises



Source notes



Bonus content



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