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!

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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

Building a Second Brain

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

1	2	3	4	5
Monday, July 17	Thursday, July 20	Monday, July 24	Thursday, July 27	Monday, July 31
5:00-6:30pm PDT	9:00-10:00am PDT	5:00-6:30pm PDT	9:00-10:00am PDT	5:00-6:30pm PDT
Unit 1: Introduction	**Discussion #1**	**Unit 3**: Digital Cognition	**Discussion #2**	**Unit 5**: Maximizing Return-on-Attention
Unit 2: P.A.R.A.: Organizing for Insight		**Unit 4**: Progressive Summarization		**Unit 6**: Just-in-Time Project Mgmt

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Course Timeline

6

Thursday, August 3
9:00-10:00am PDT

Discussion #3

7

Monday, August 7
5:00-6:30pm PDT

Unit 7: PKM Workflow Canvas

8

Thursday, August 10
9:00-10:00am PDT

Discussion #4

9

Monday, August 14
5:00-6:30pm PDT

Unit 8: The Big Picture

10

Monday, August 21
1-2:30pm PDT

Final debrief & wrap-up

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Course Components
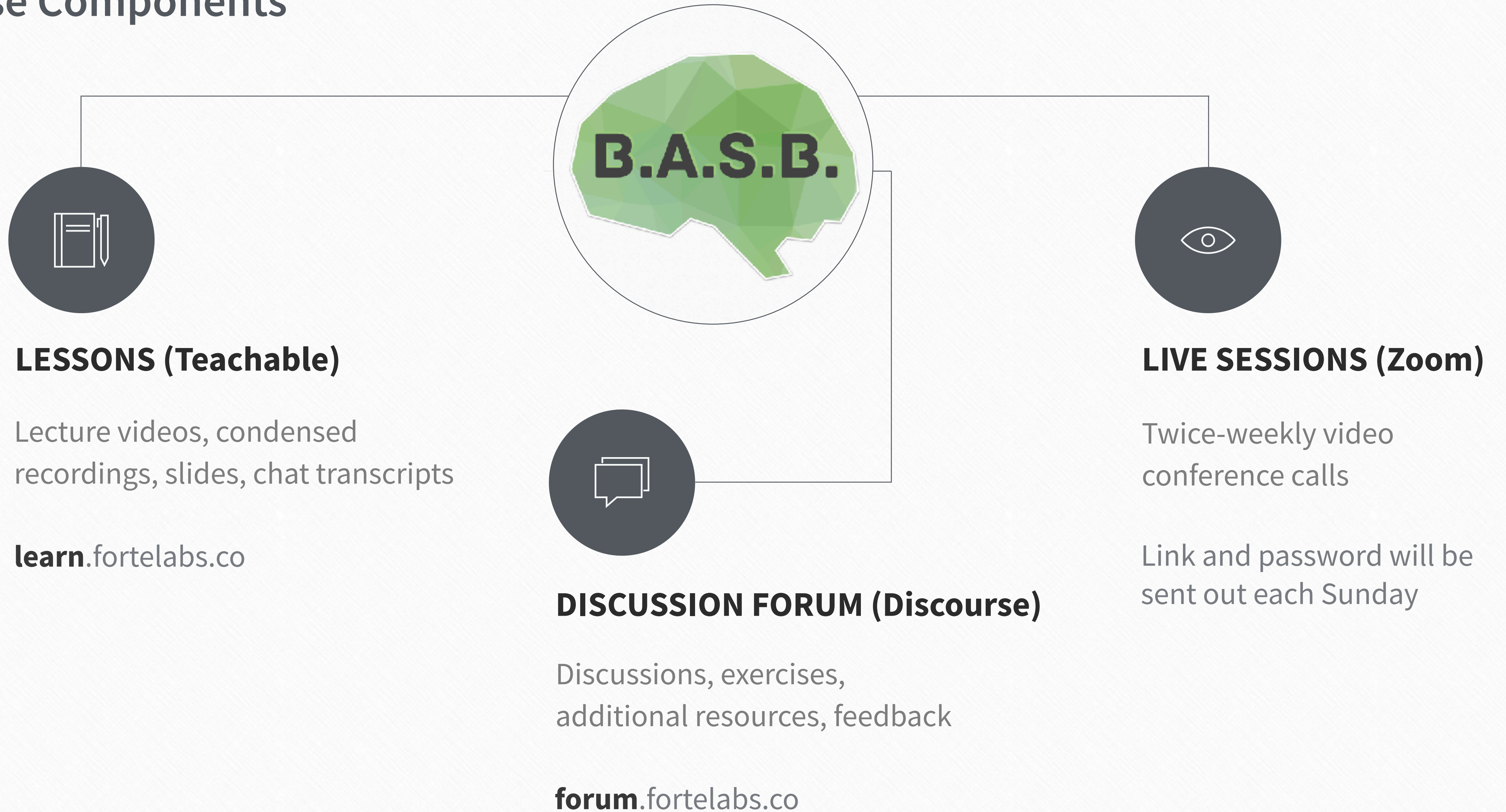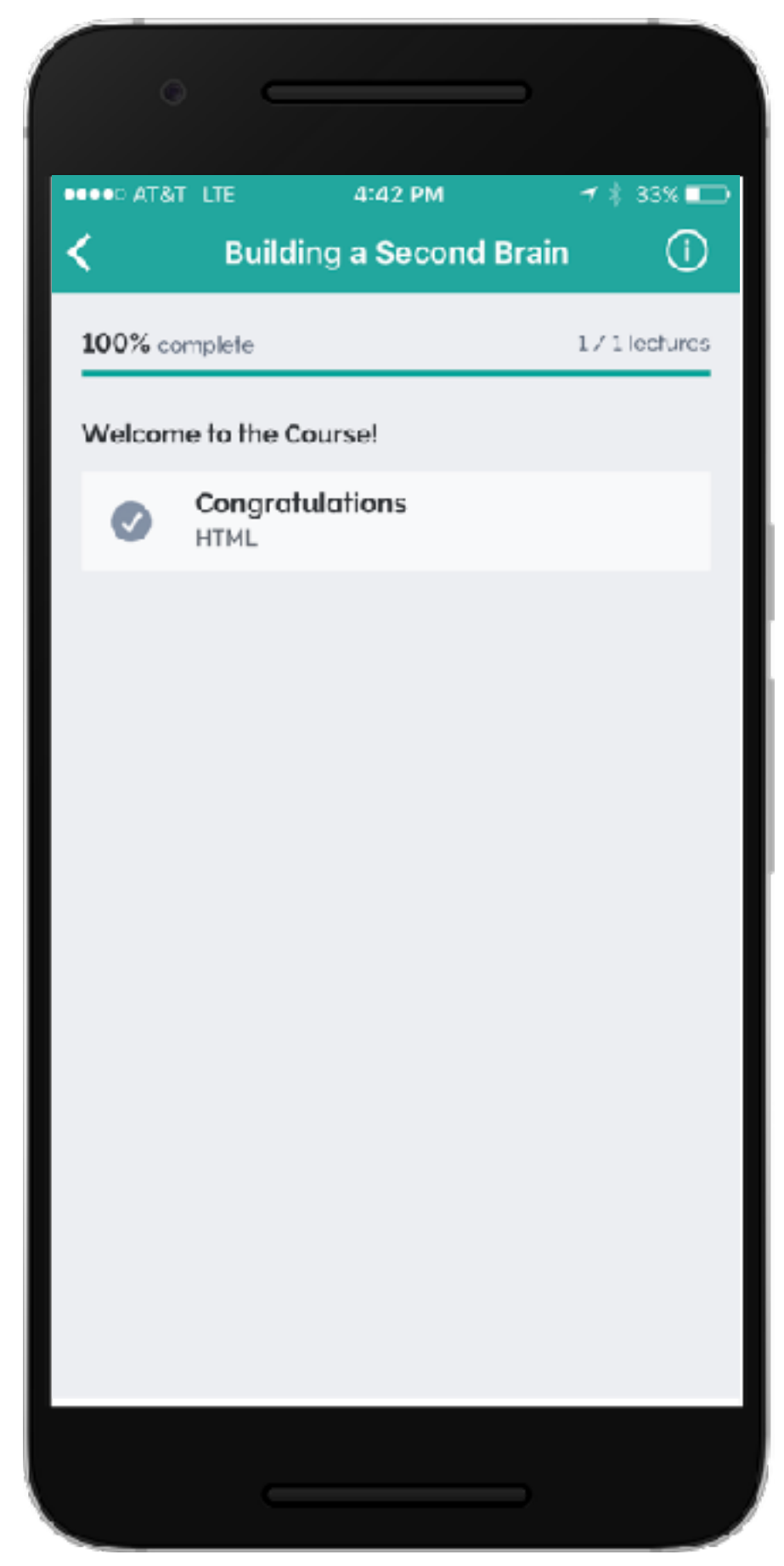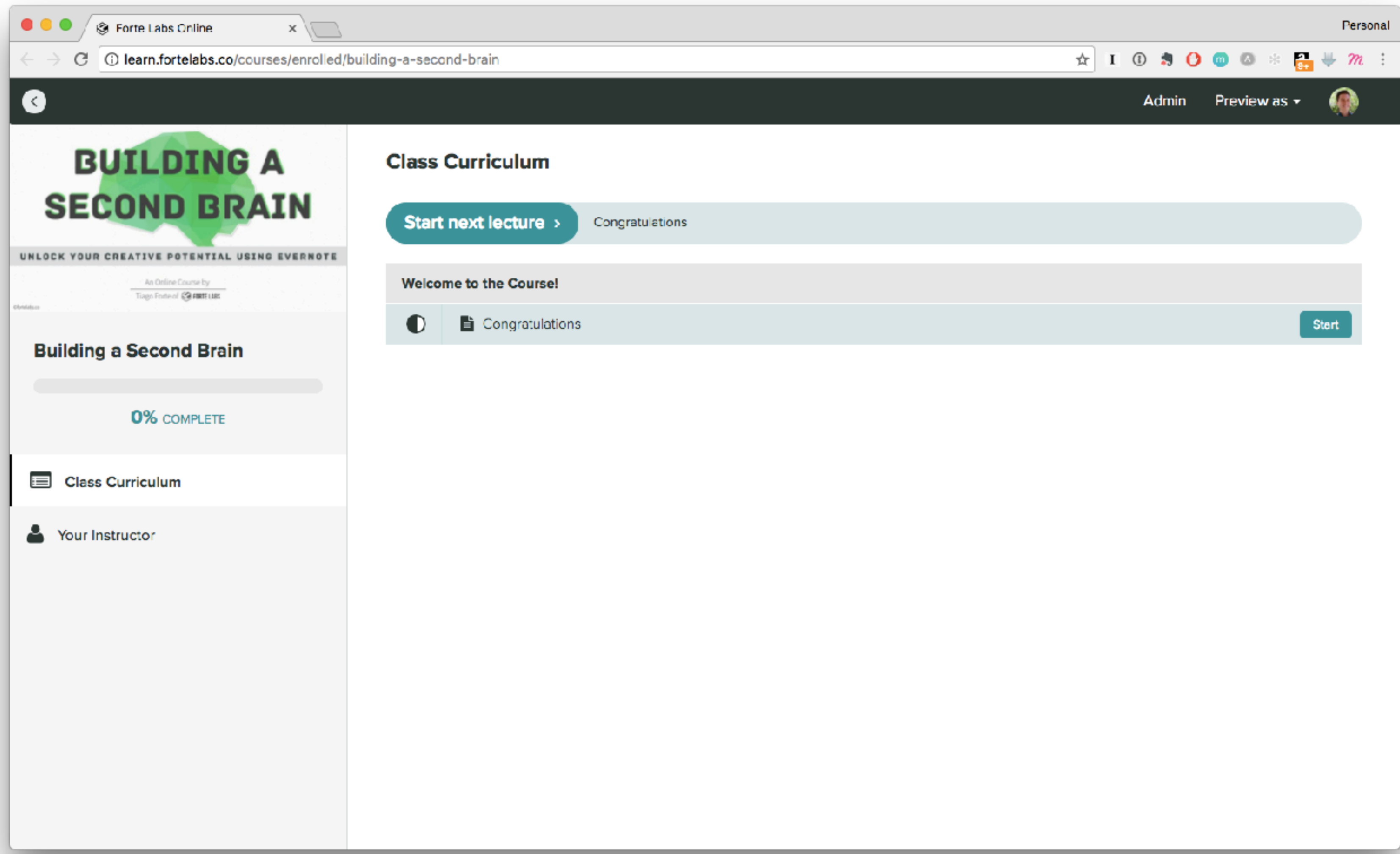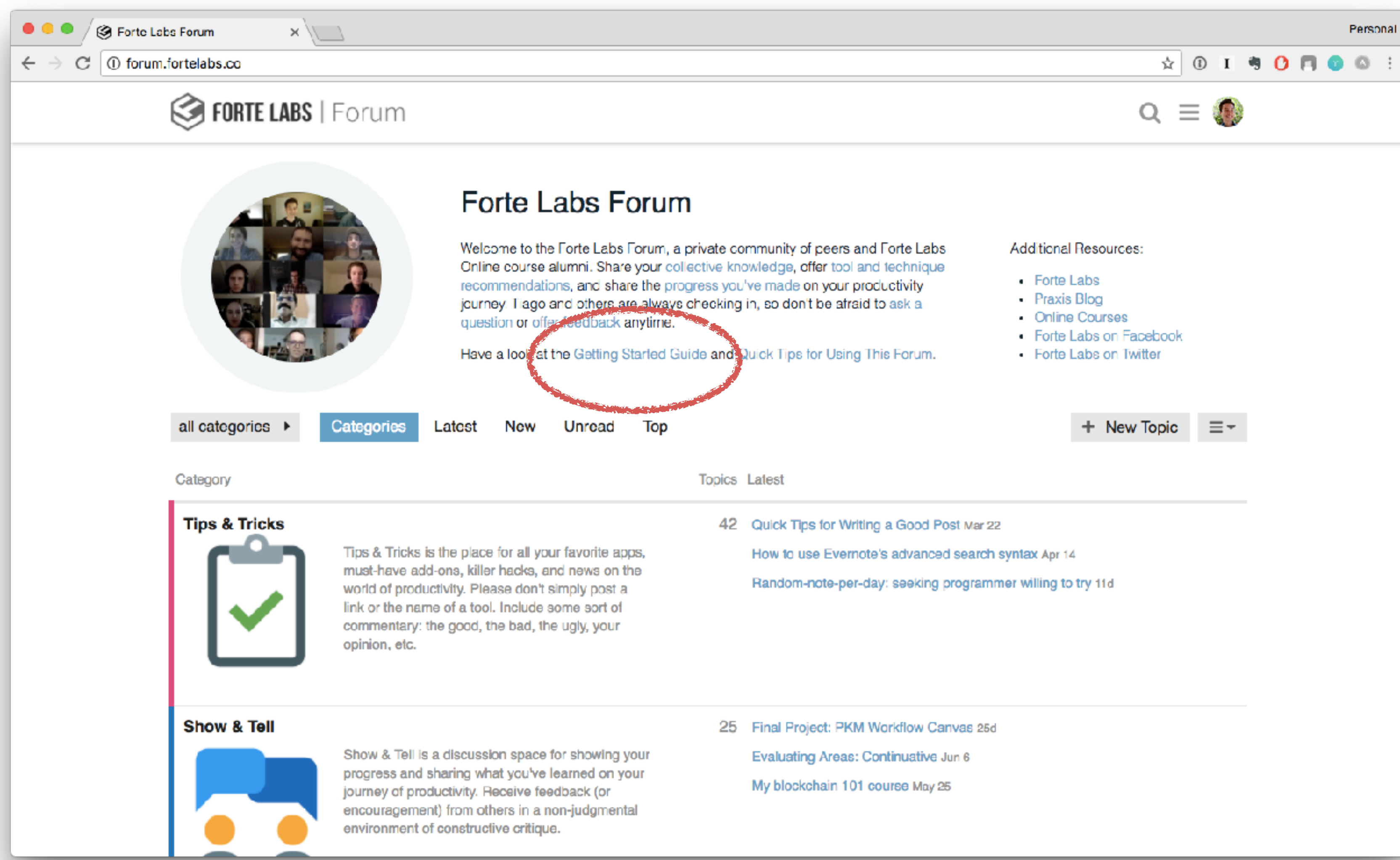
B.A.S.B.

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

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Lessons (Teachable)

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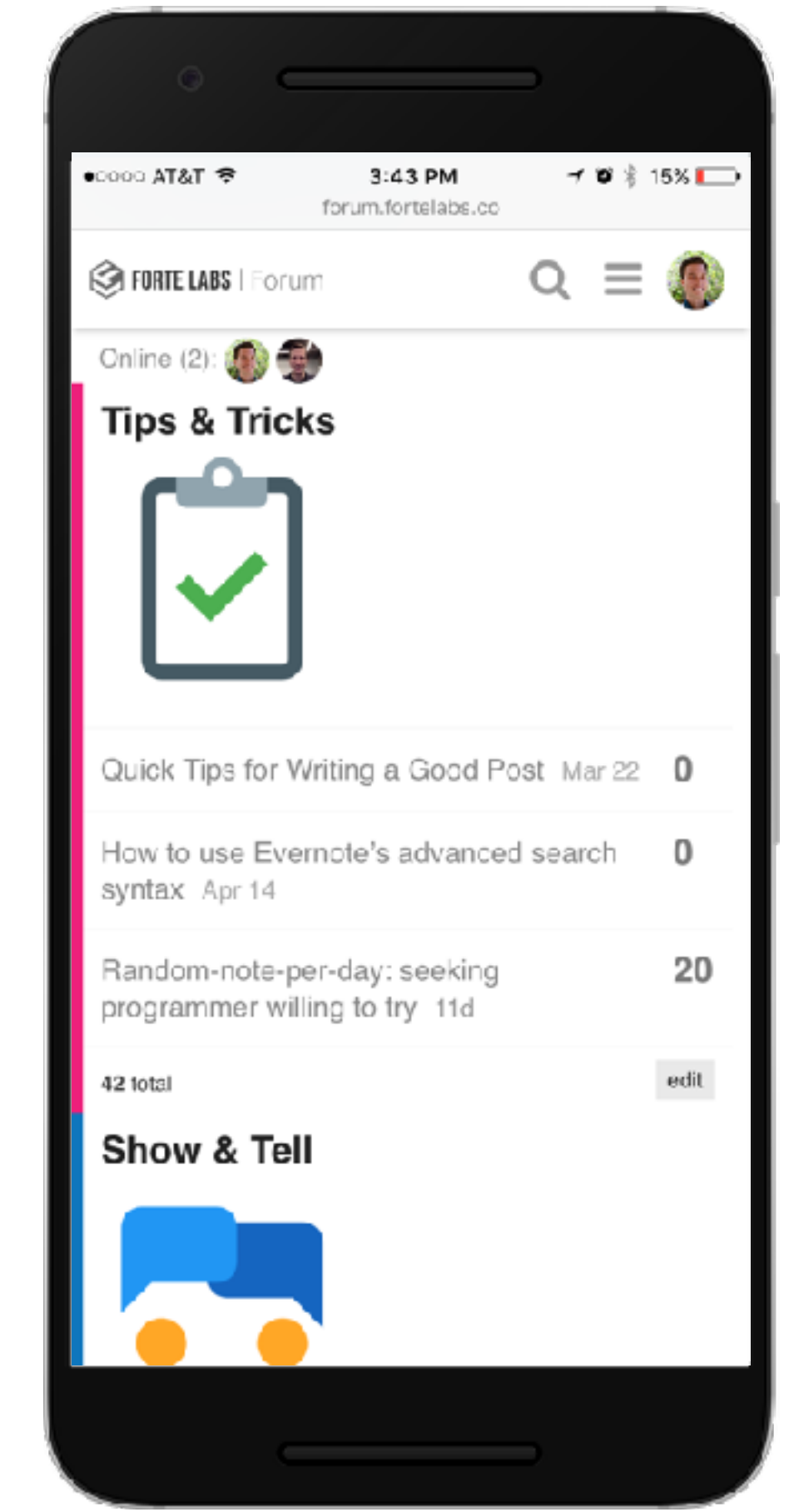
Discussion forum (Discourse)

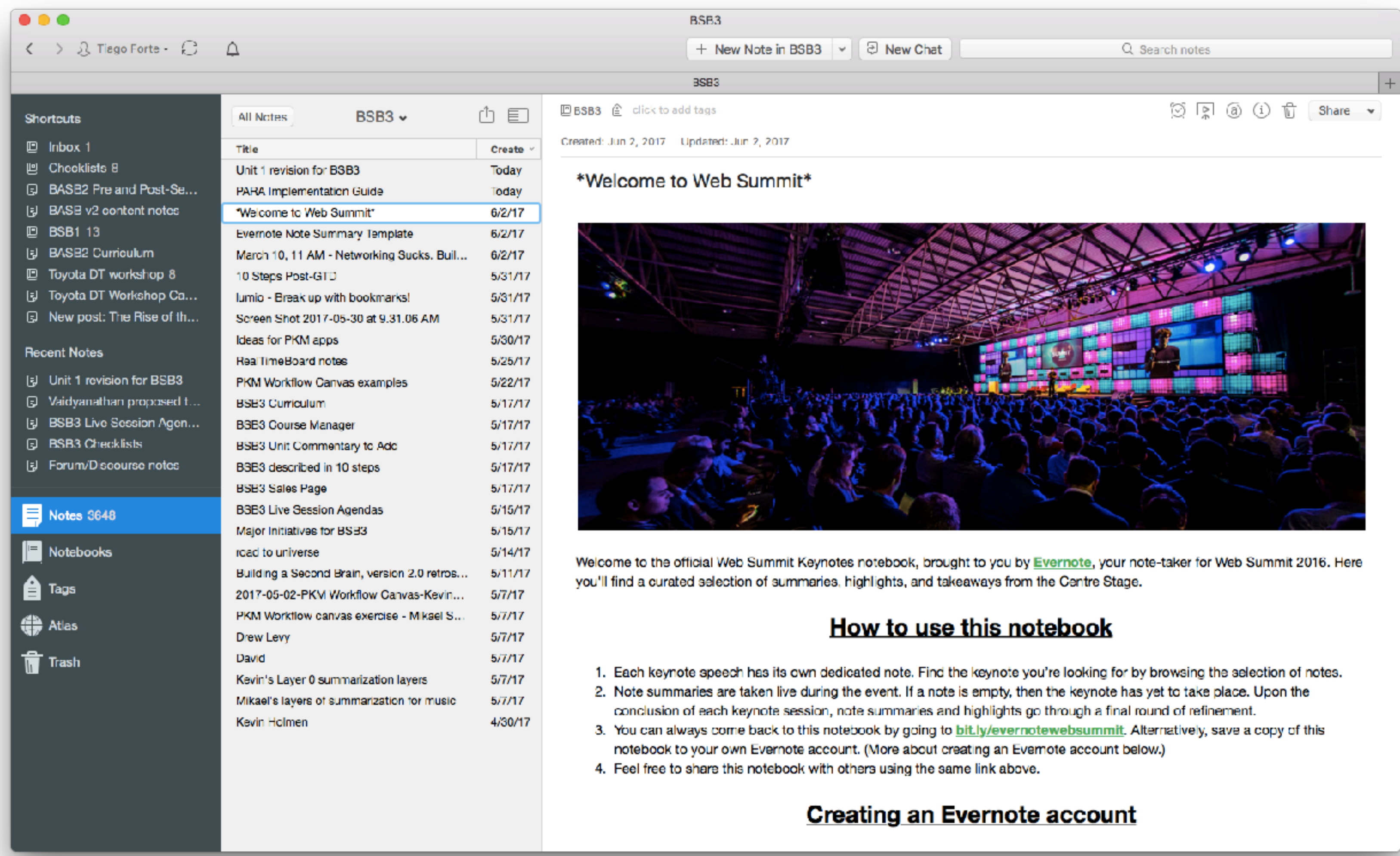# Discussion forum (Discourse)

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Discussion forum (Discourse)

Live sessions (Zoom)

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Example program (Evernote)

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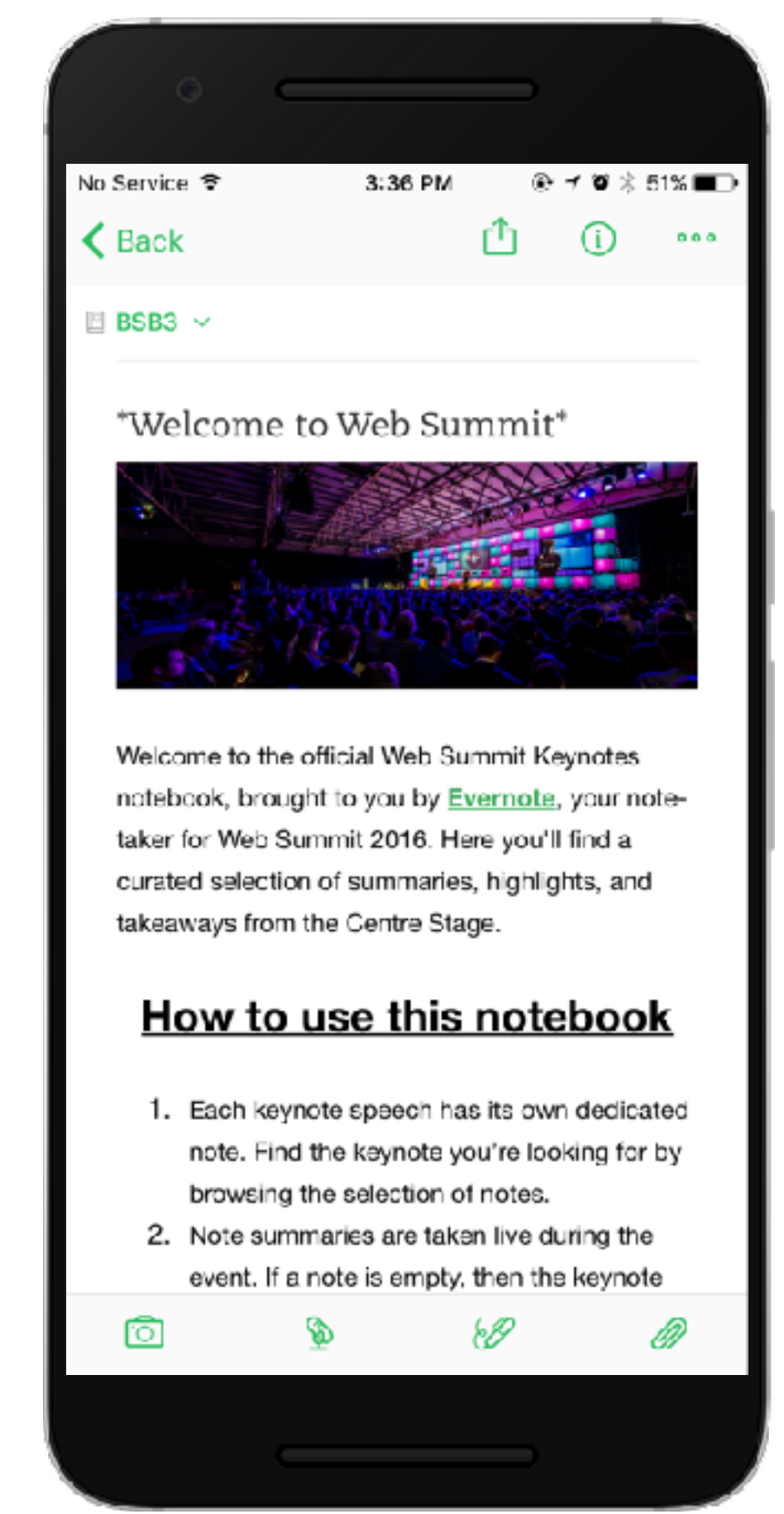
What are we trying to accomplish here?

"To give you a second brain"

Evernote's original mission

Most people

Level 1
Storing **information**

Level 2
Managing **knowledge**

Level 3
Generating **insights**

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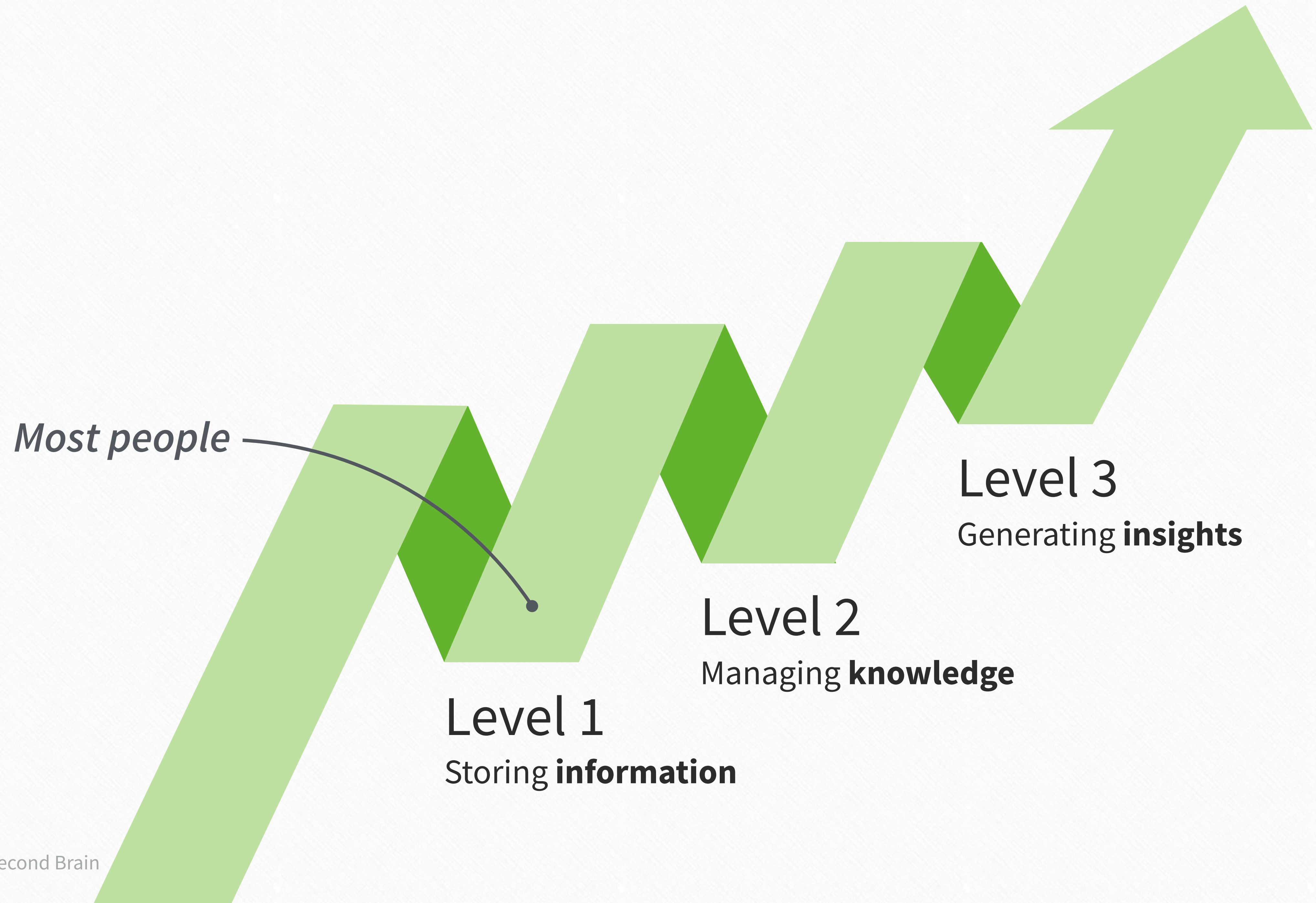
Evernote as thinking tool

Level 3
Generating **insights**

Level 2
Managing **knowledge**

Level 1
Storing **information**

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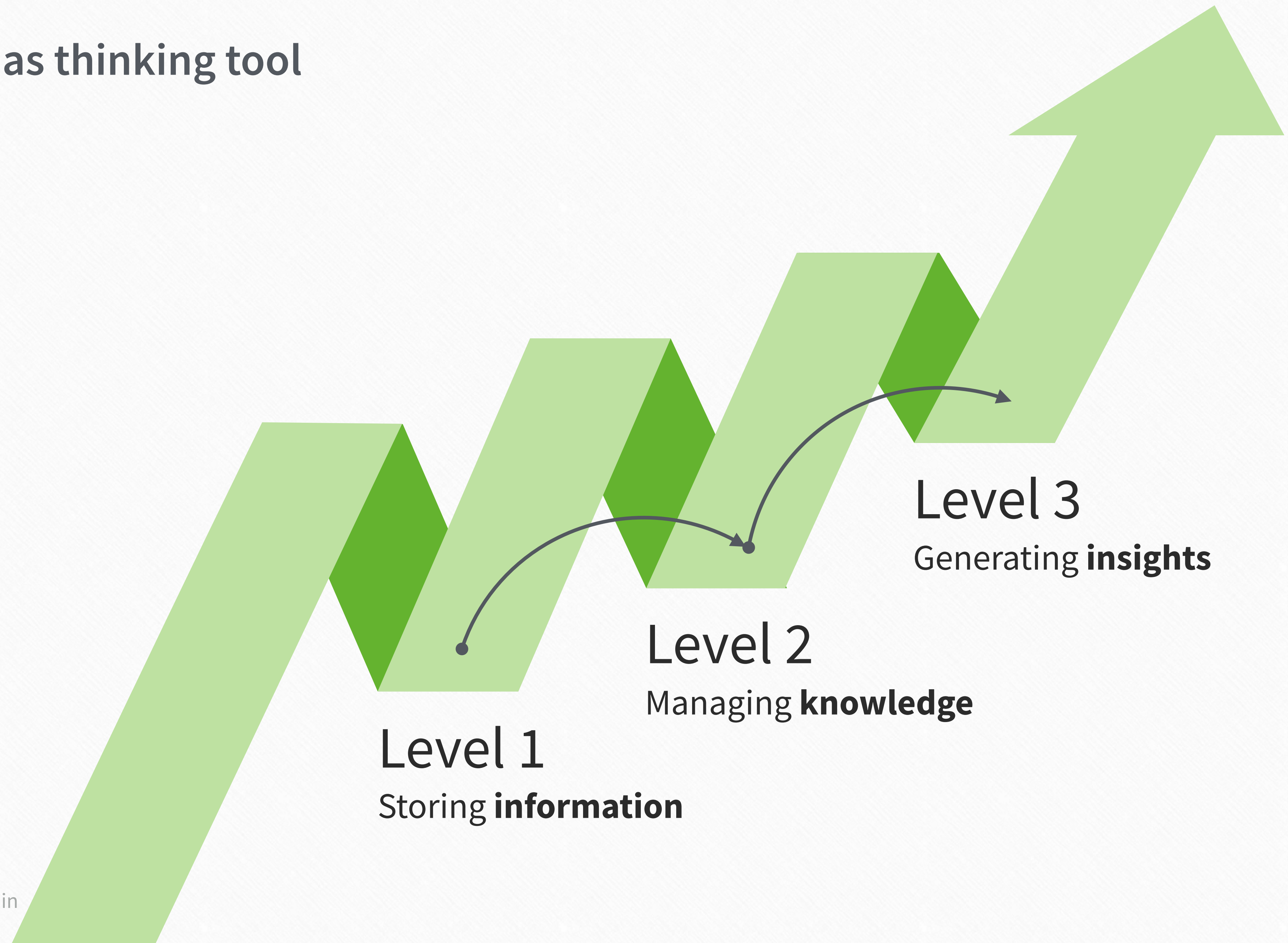
"The object isn't to make art, it's to be in that wonderful state which makes art inevitable"

– Robert Henri

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What is our approach?

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*"What these findings suggest is that creativity doesn't just involve imagination. It also involves motivation, **organization**, and **collaboration**."*
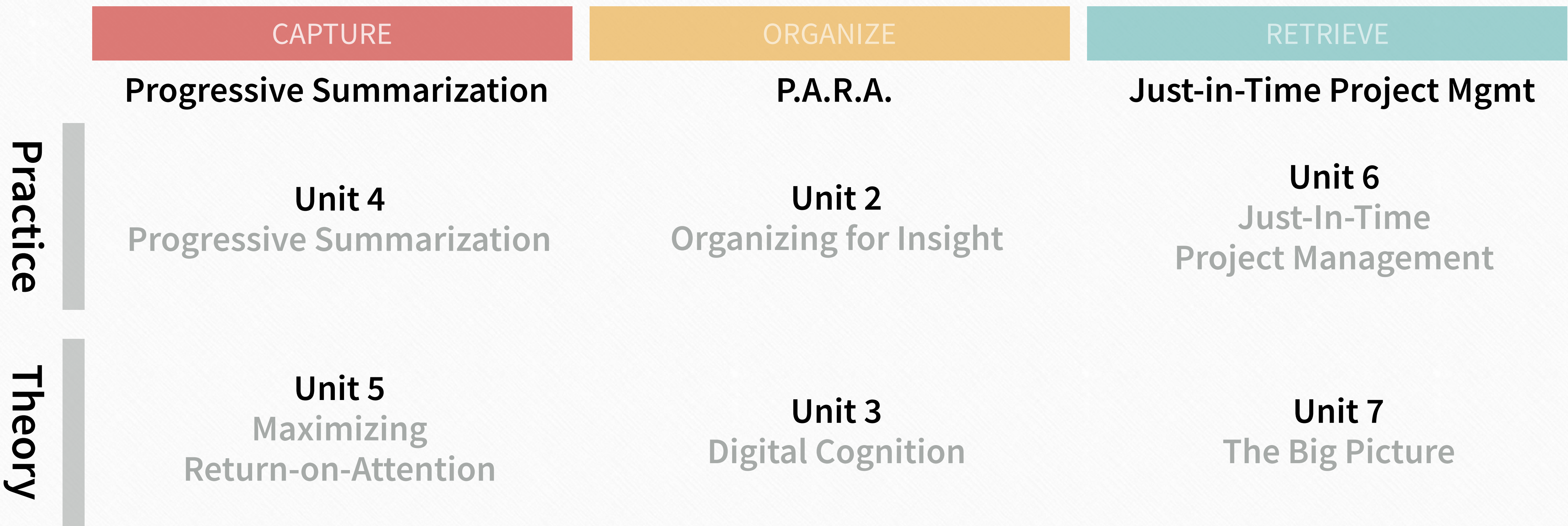
Scott Barry Kaufman, *The Atlantic*

The 3 pillars

CAPTURE	ORGANIZE	RETRIEVE
Progressive Summarization	**P.A.R.A.**	**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

Bonus content
30m-2 hours per week

Thursday discussions
1 hour per week

Weekly Exercises
1 hour per week

Monday lectures
1 hour per week

04

03

02

01
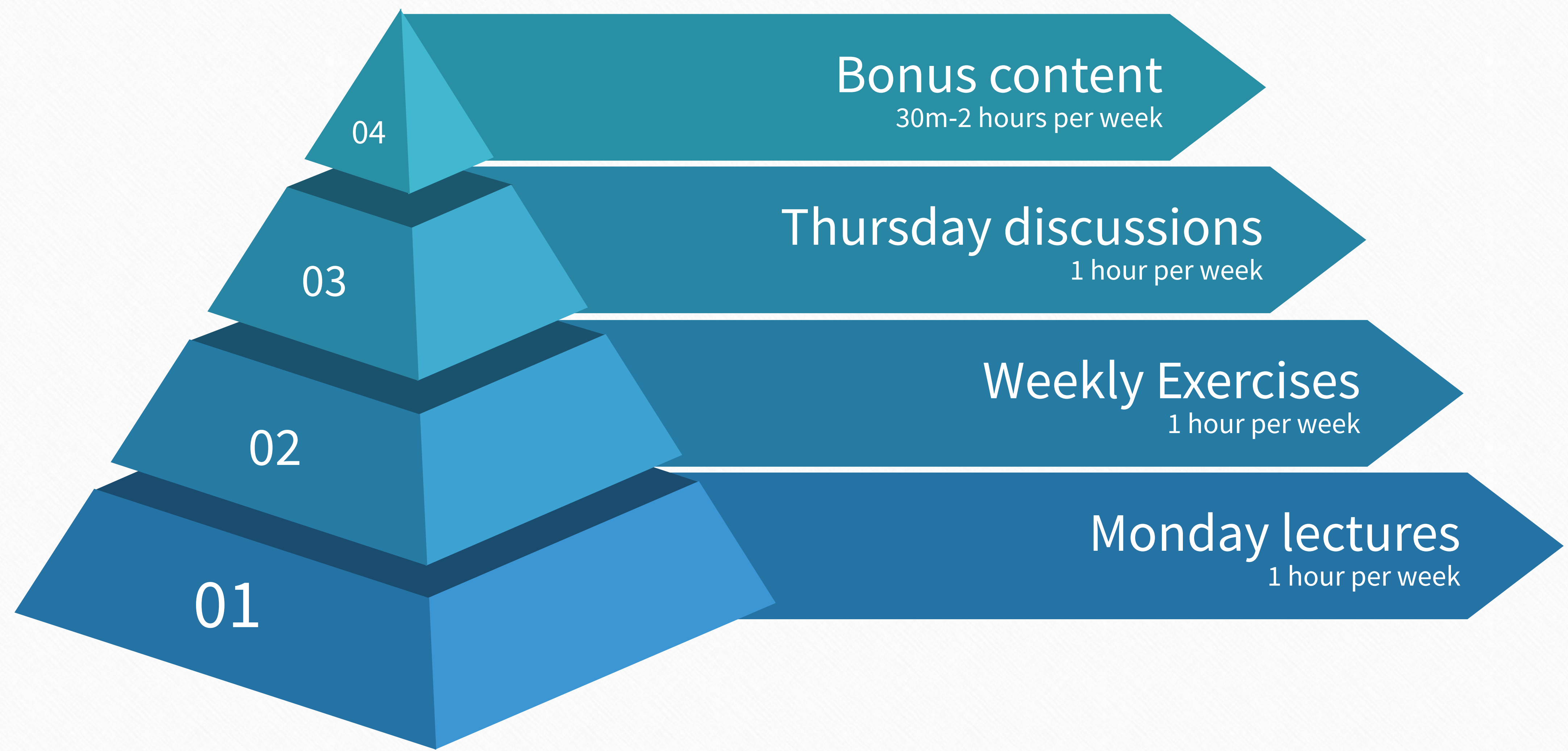
Actionable information

(to-dos, projects, deliverables)
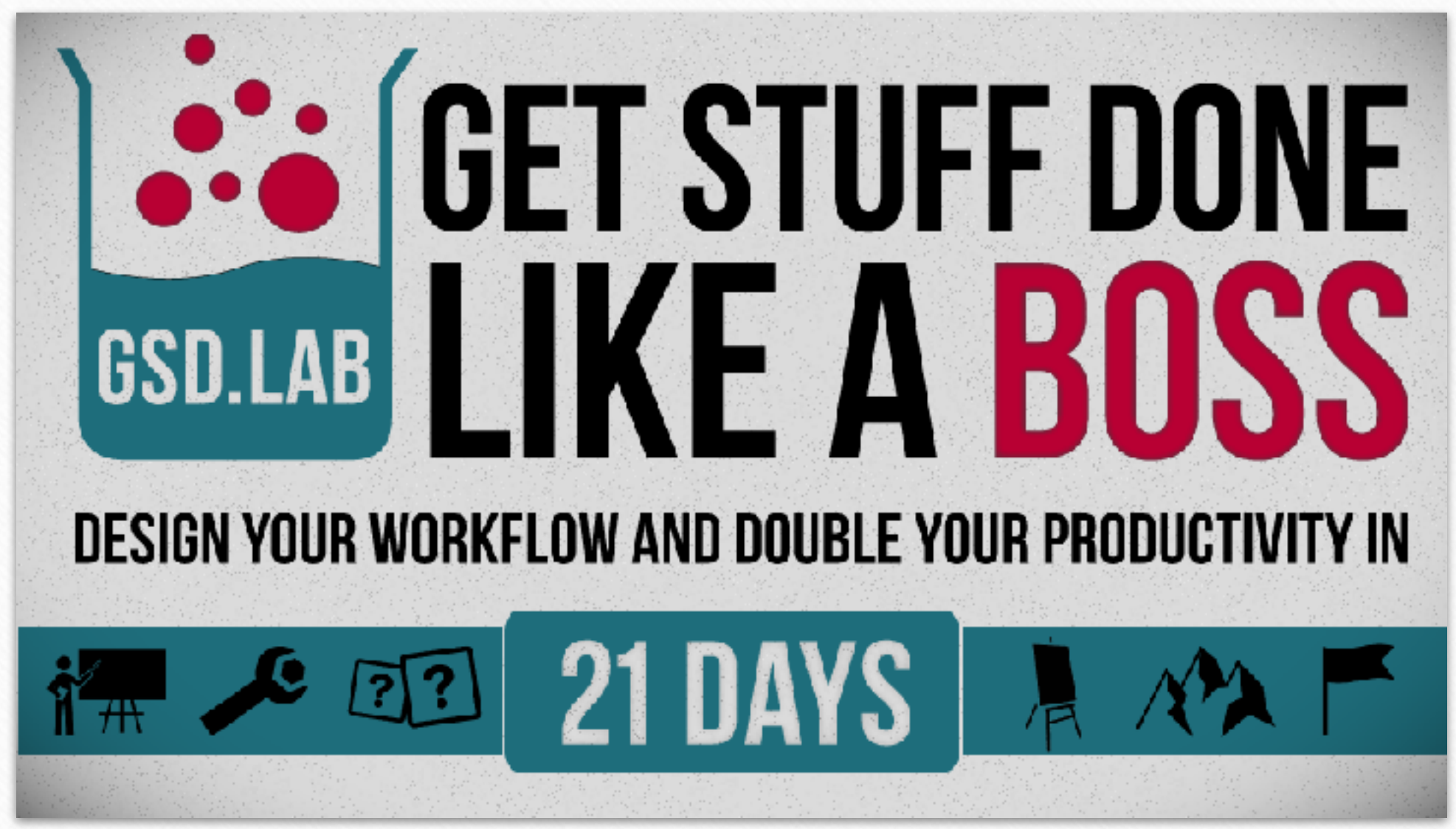
Non-actionable information

(notes, reference files, research)

Course Staff

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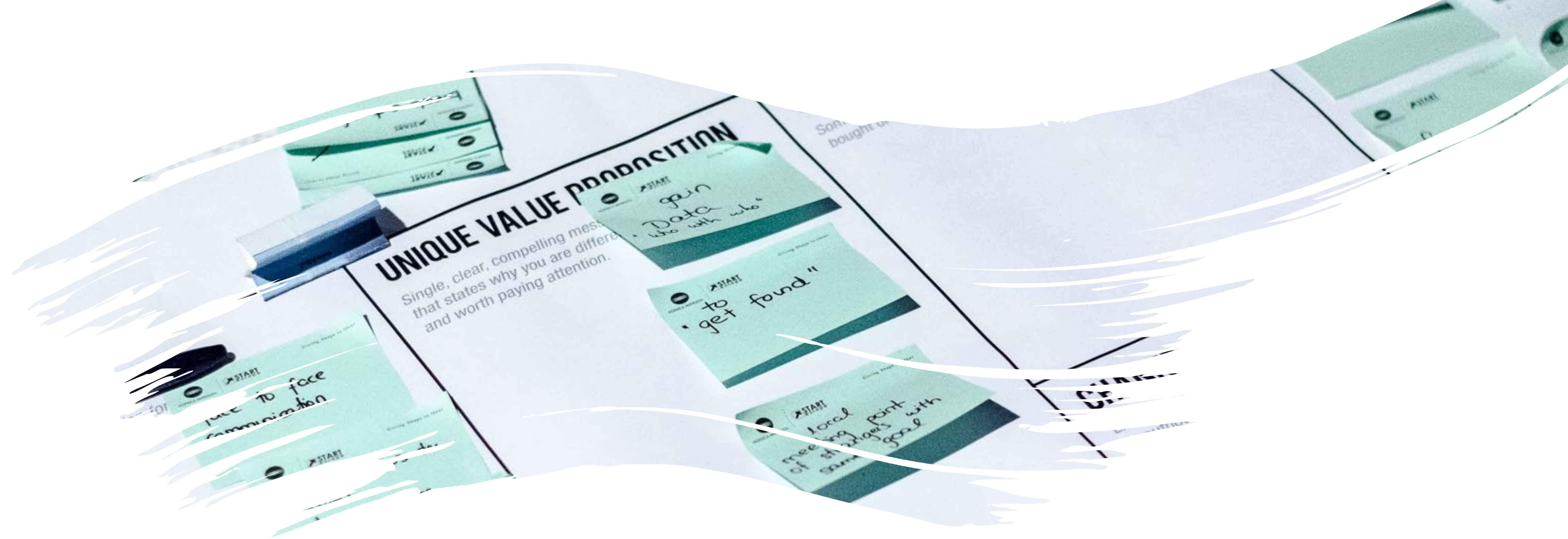
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DEV
group

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What do you do?

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

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