

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.

projects

A.

areas

R.

resources

A.

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



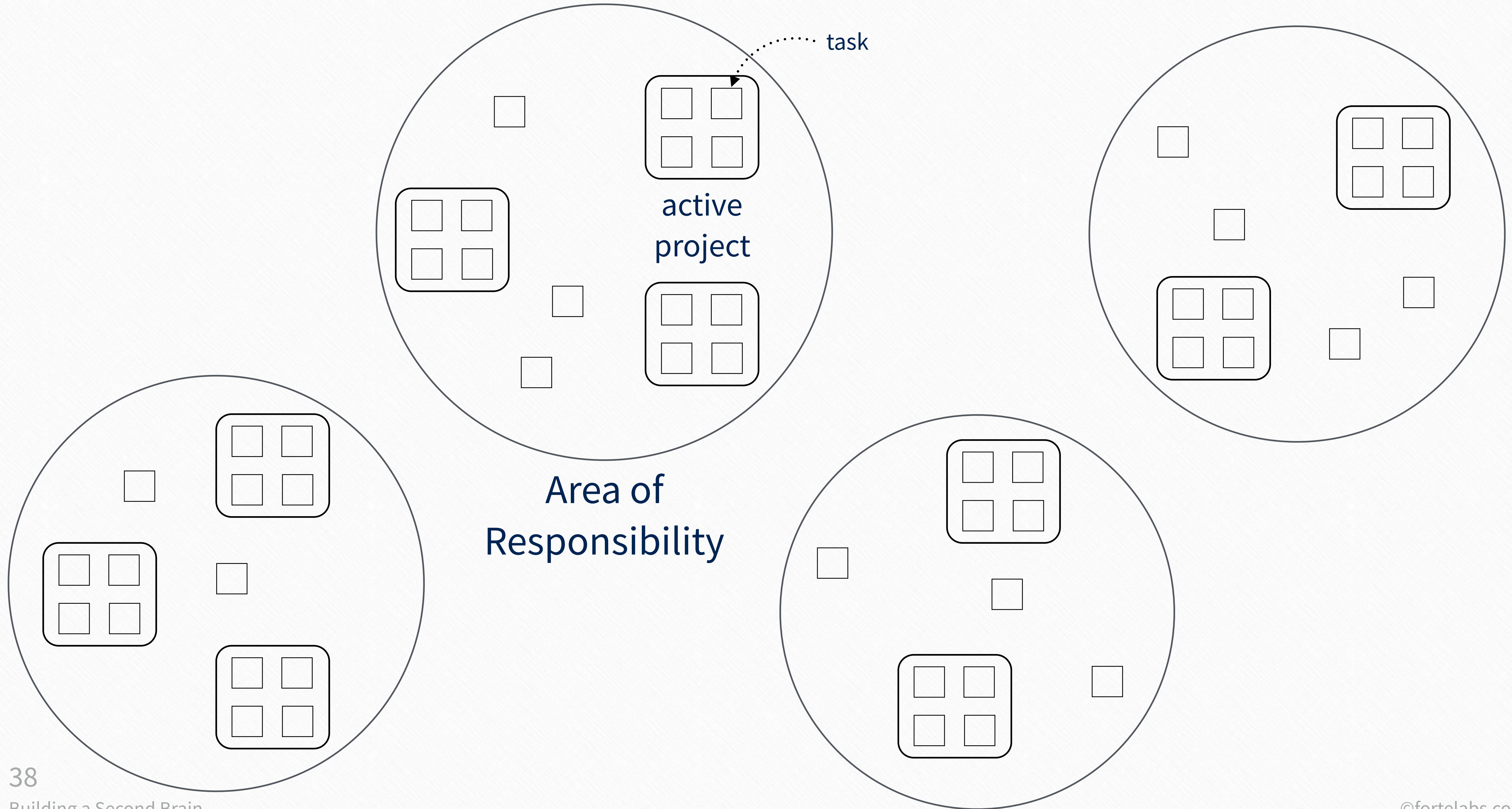
resource

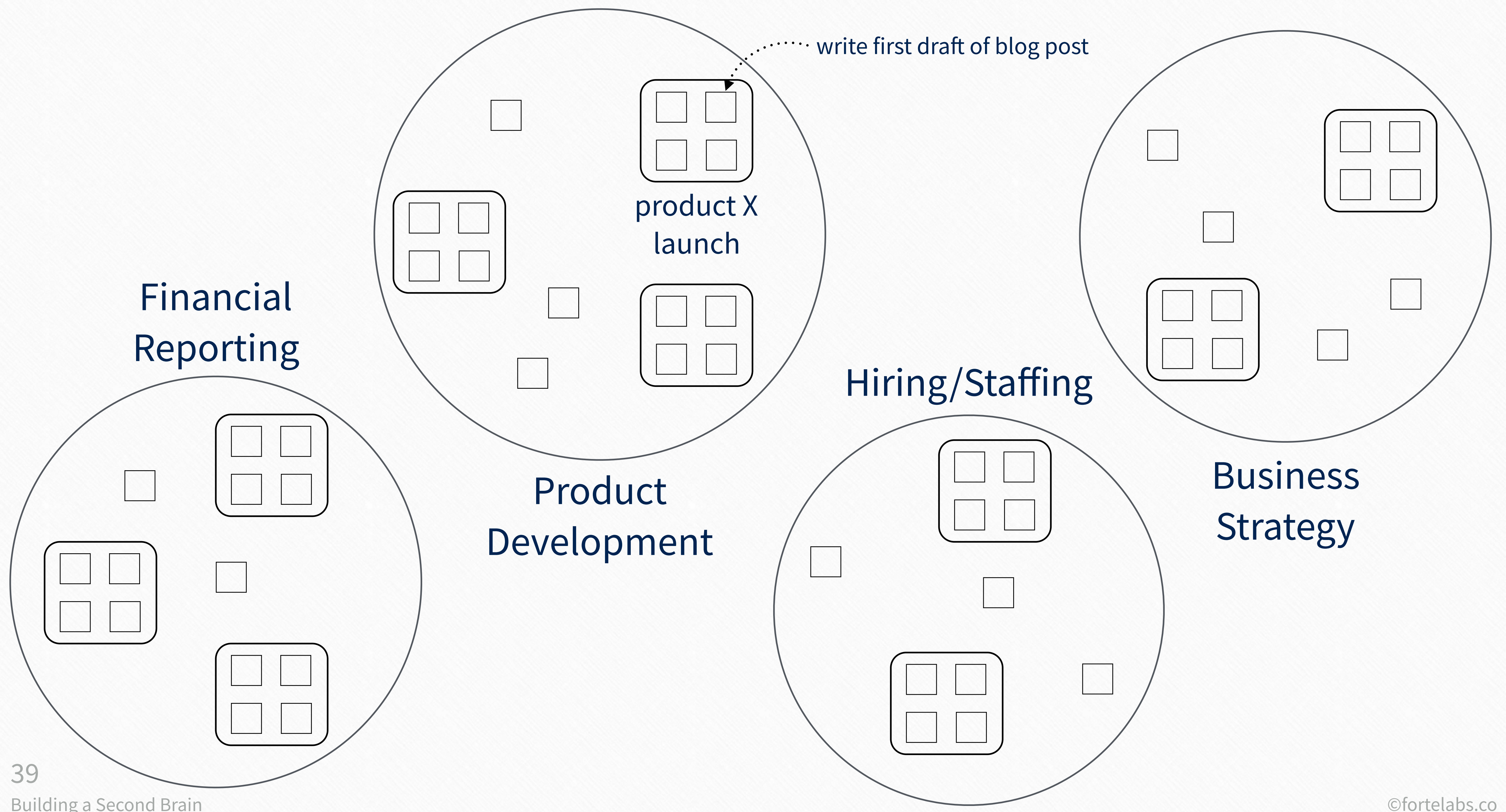
A topic or theme of ongoing interest

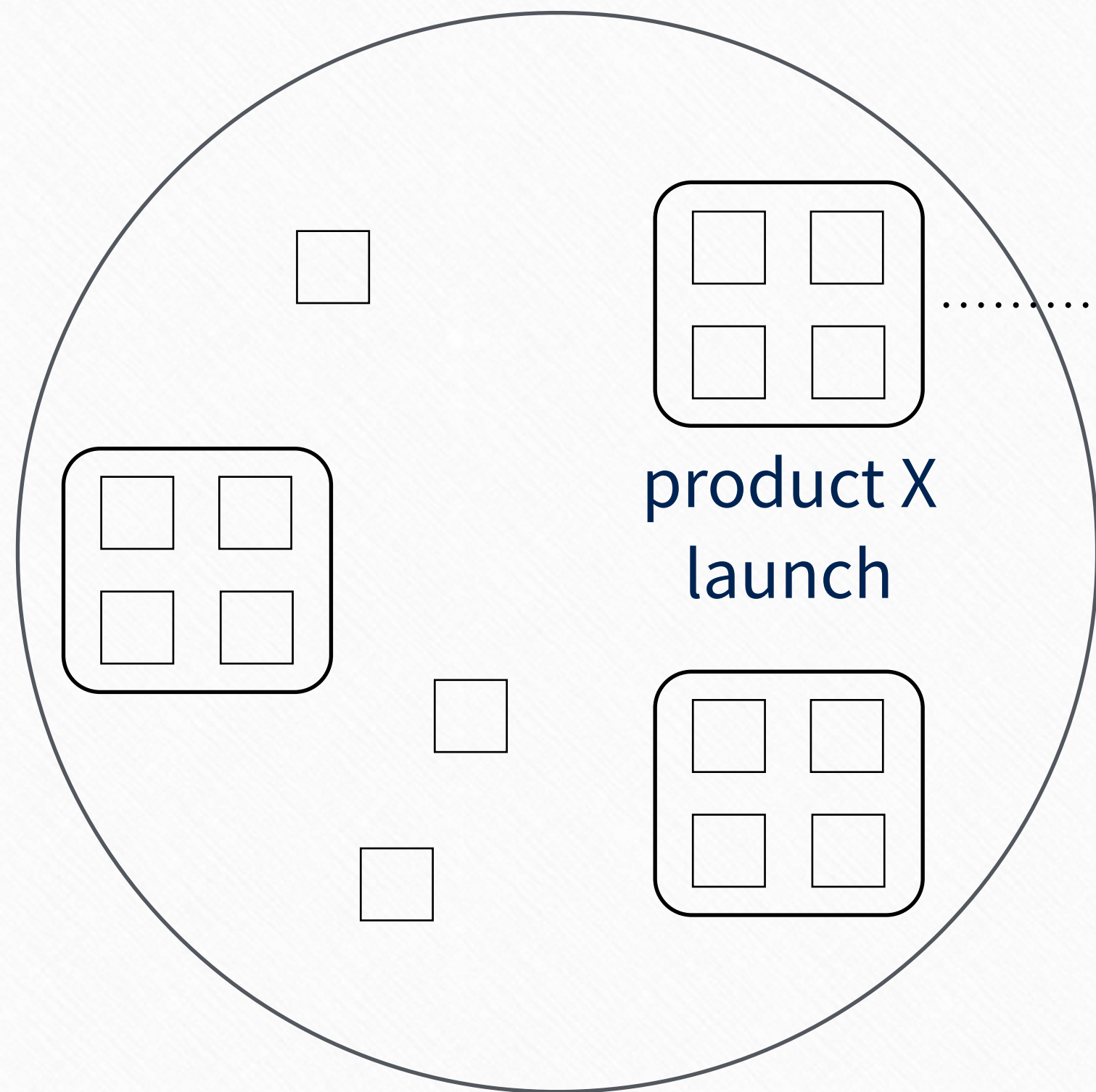


archive

Inactive items from the other 3 categories







Product
Development

• **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

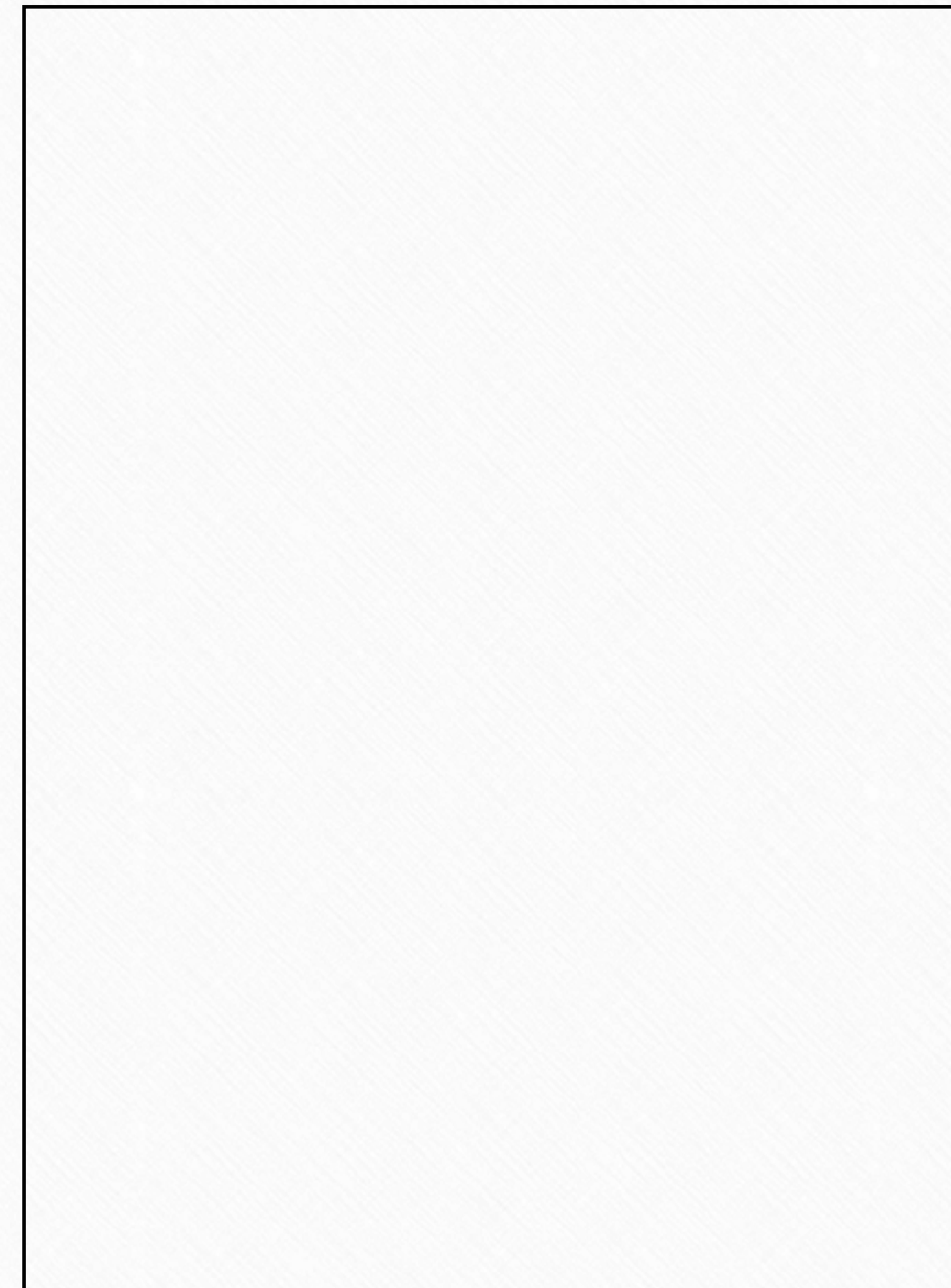
professional development

productivity

Areas list



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

Project list

- Meeting 1
- Workshop 2
- Roundtable 3
- Conference 4



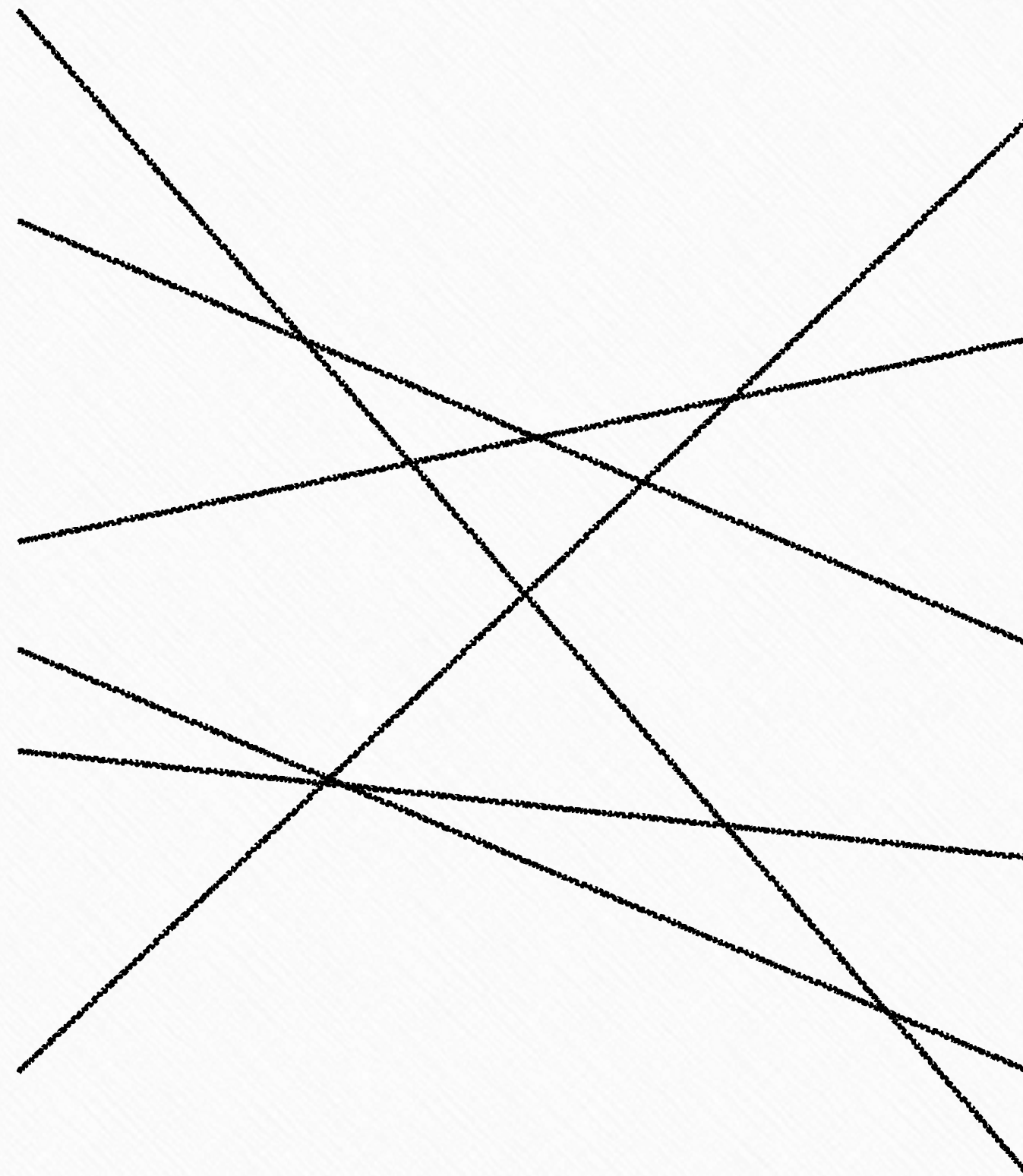
You can't know if you're making progress

Project list

- hobby
- hobby
- hobby
- hobby
- hobby
- hobby
- hobby
- hobby

Goal List

- dream
- dream
- dream
- dream
- dream
- dream
- dream
- dream



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

Tiago



task manager



Evernote



Dropbox



Google Drive

COLLECT

Inbox 5

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

BRUCE_AFFLECK_WAYNE

+ New Notebook Find a notebook

1 - Projects 10

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

2 - Areas

Inbox bruce

Trash

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/OB039PZ_pUwbVS

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

[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

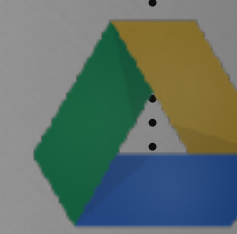
active projects

areas of responsibility

resources

archives

task manager



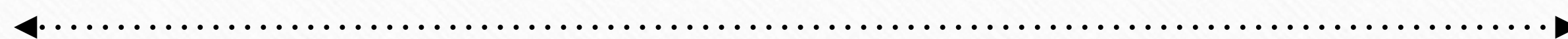
other programs

Actionability

Information flows within P.A.R.A.



More
actionable



Less
actionable

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