



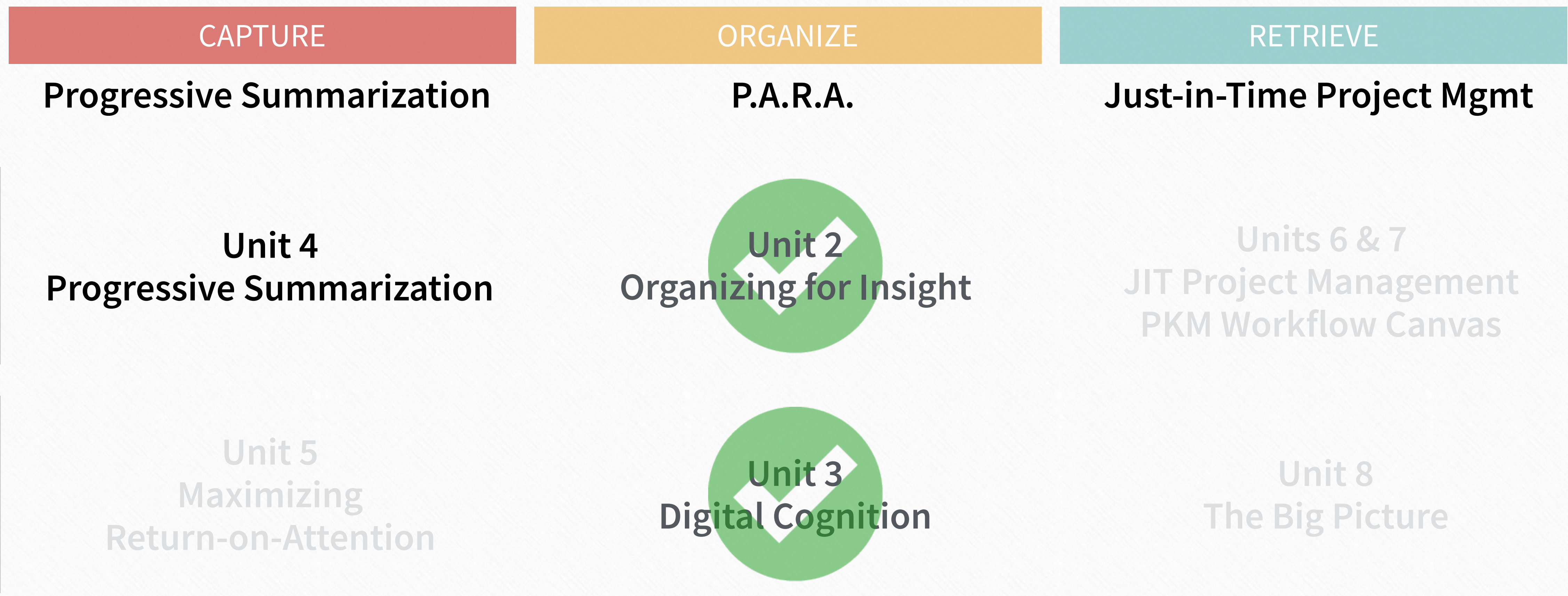
04

Progressive Summarization

Intention of the Unit

To learn a new method for summarizing digital notes in a way that makes them both easily discoverable, and easily understandable

The 3 pillars

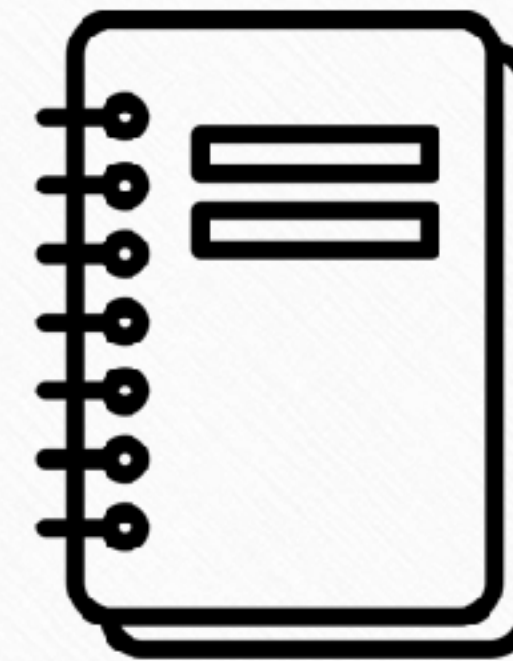


Conventional approaches to organization



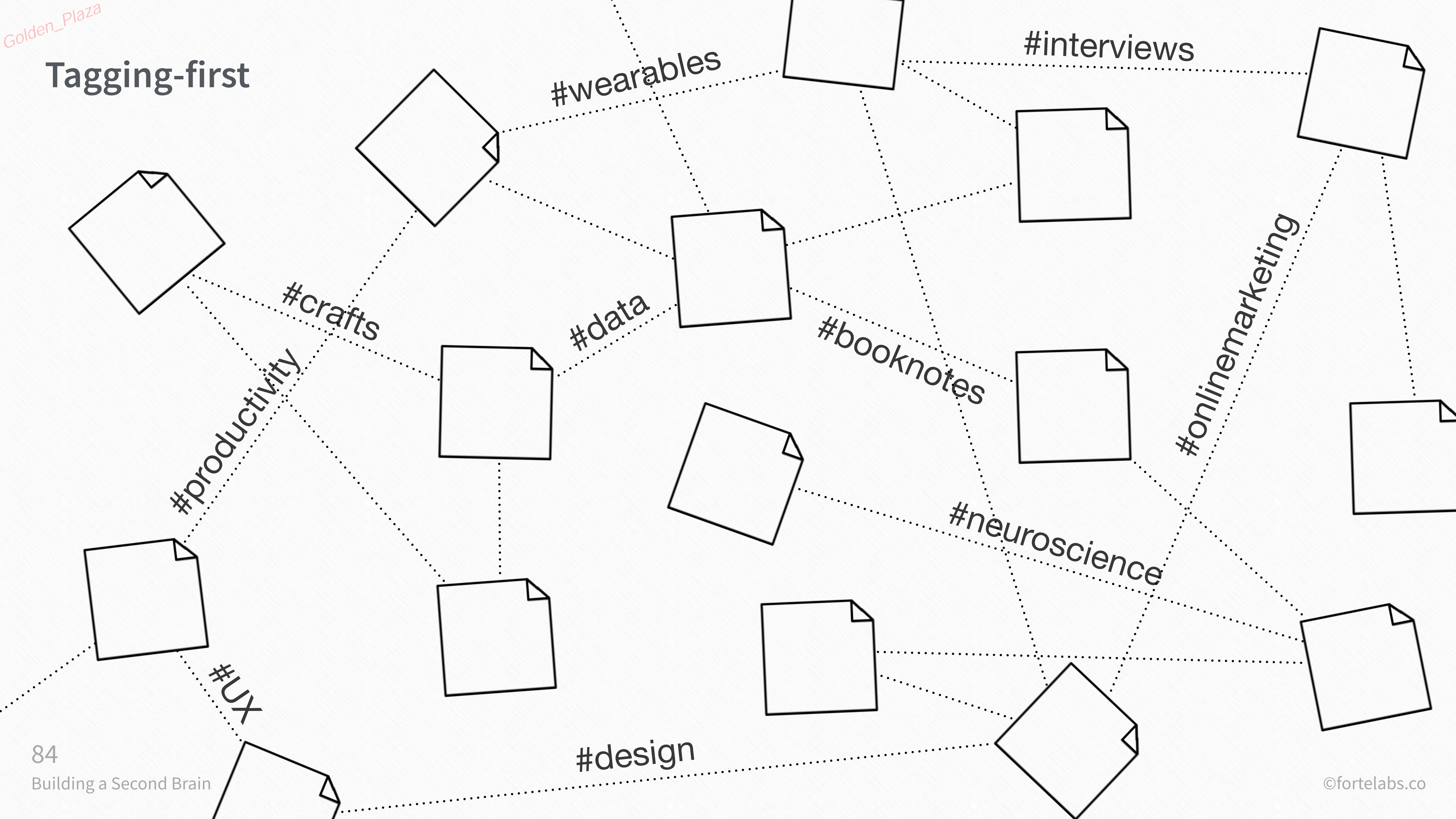
Tagging-first

VS.

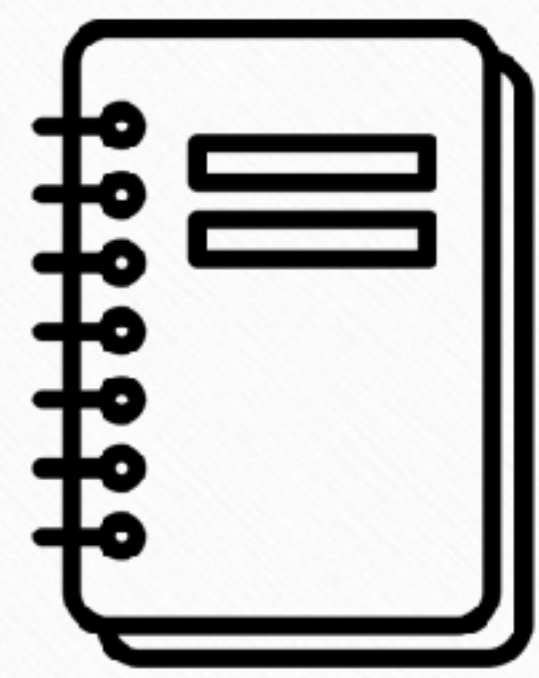


Notebook-first

Tagging-first



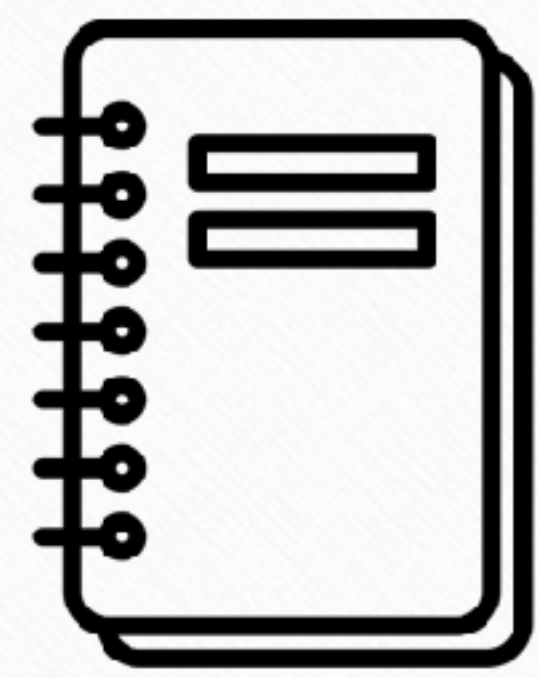
Notebook-first



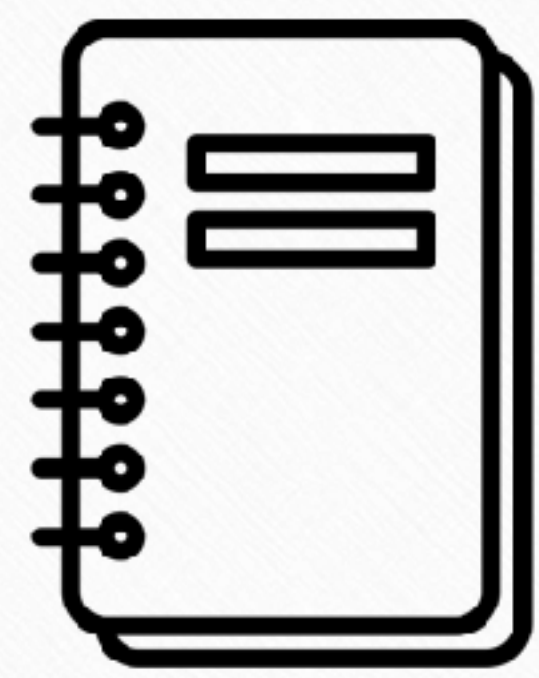
productivity



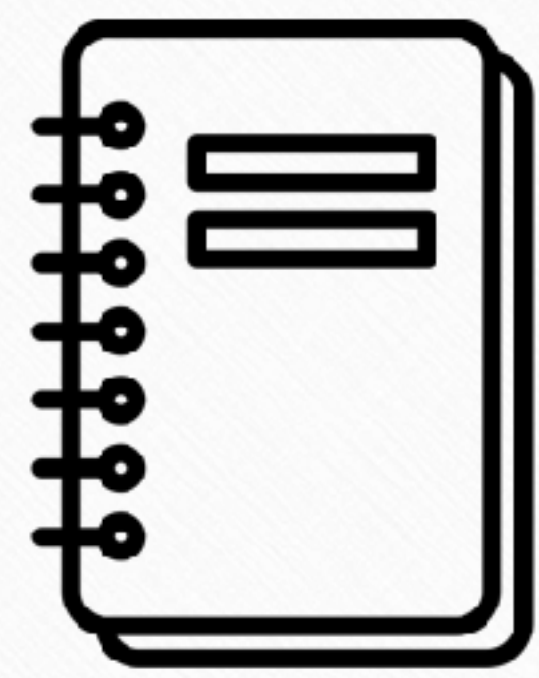
crafts



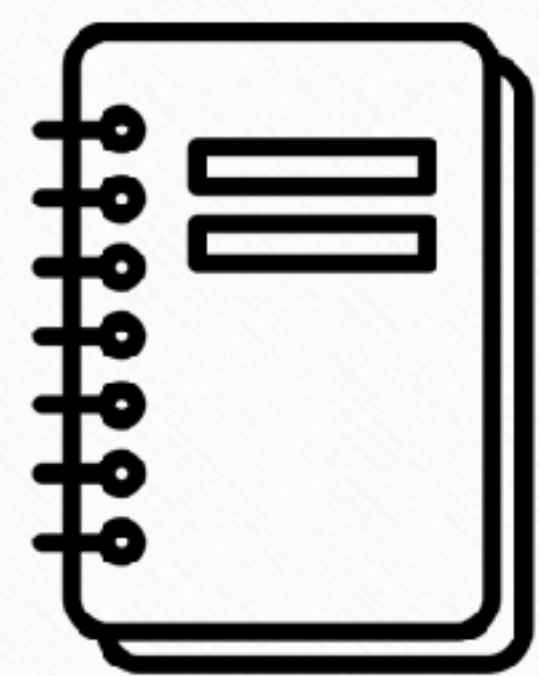
booknotes



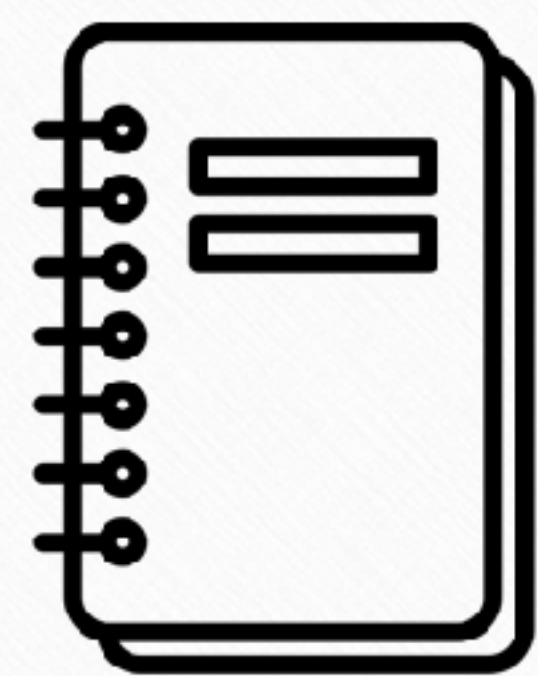
data



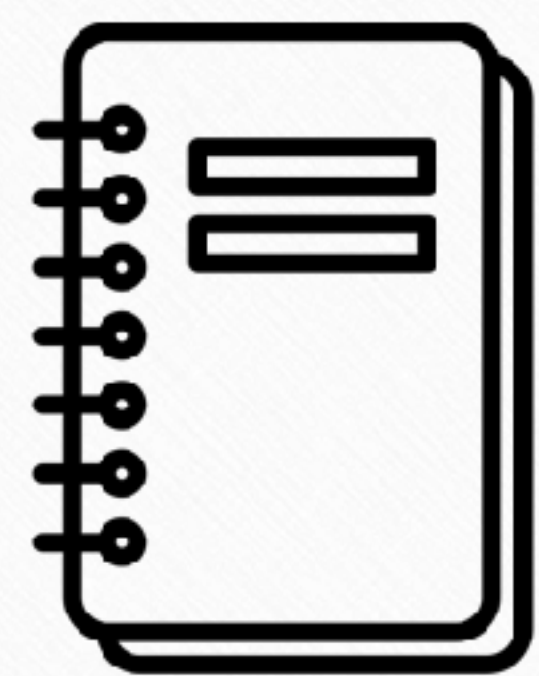
online marketing



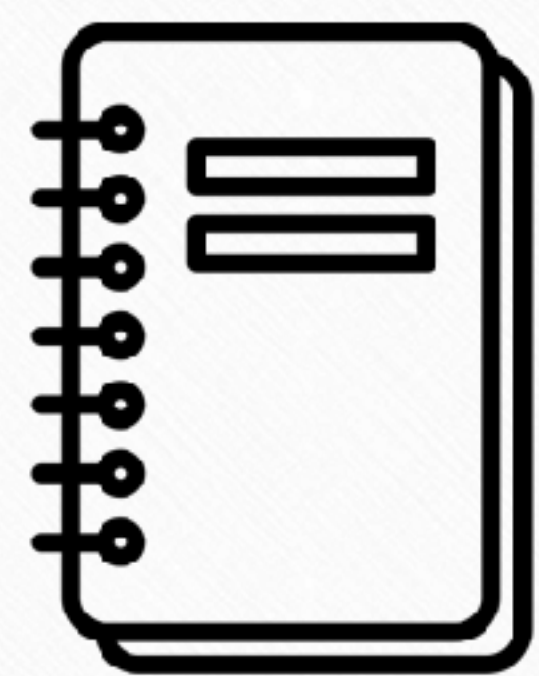
interviews



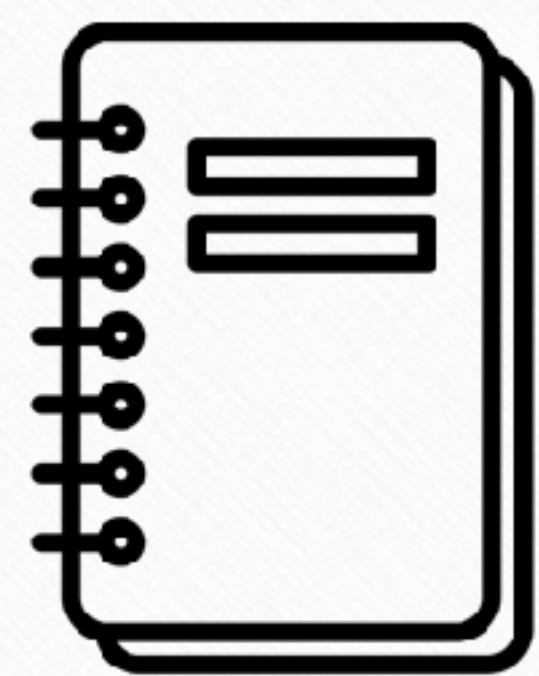
design



wearables



UX

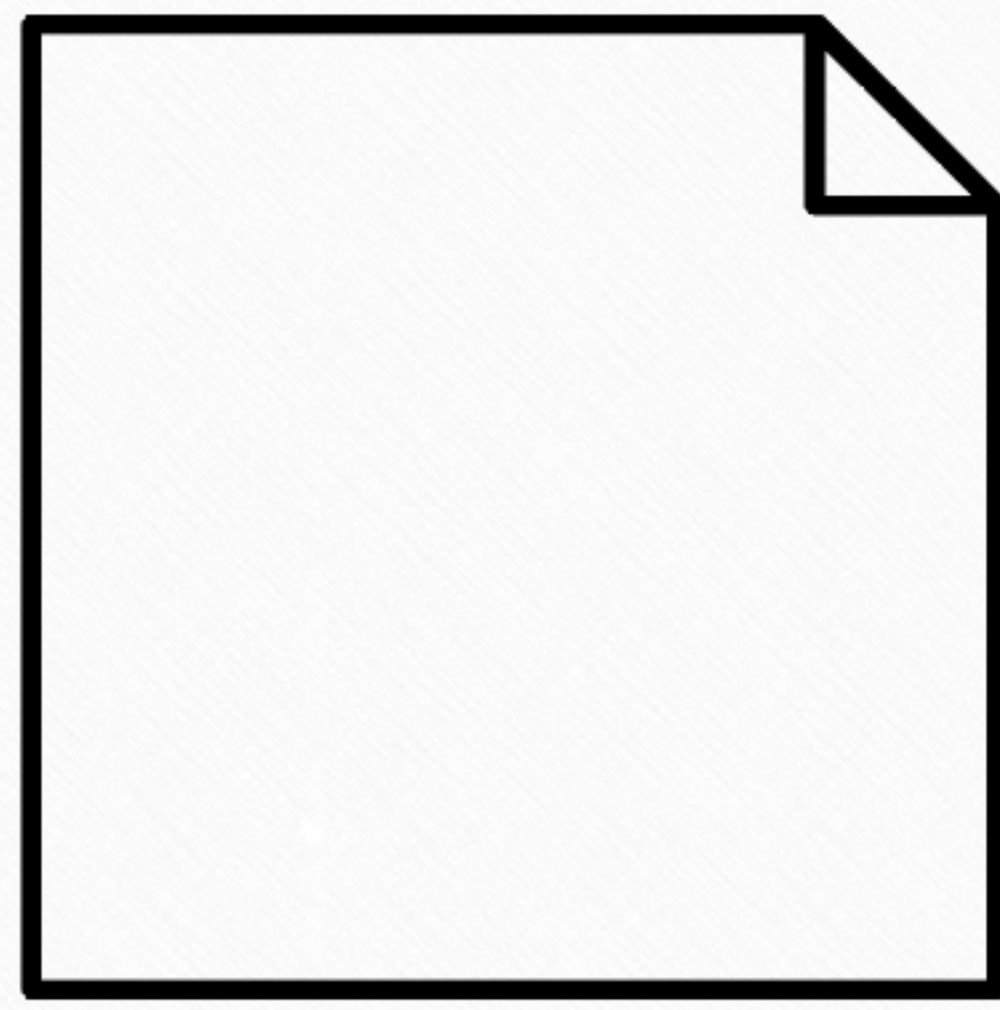


neuroscience

Note-first



Tags

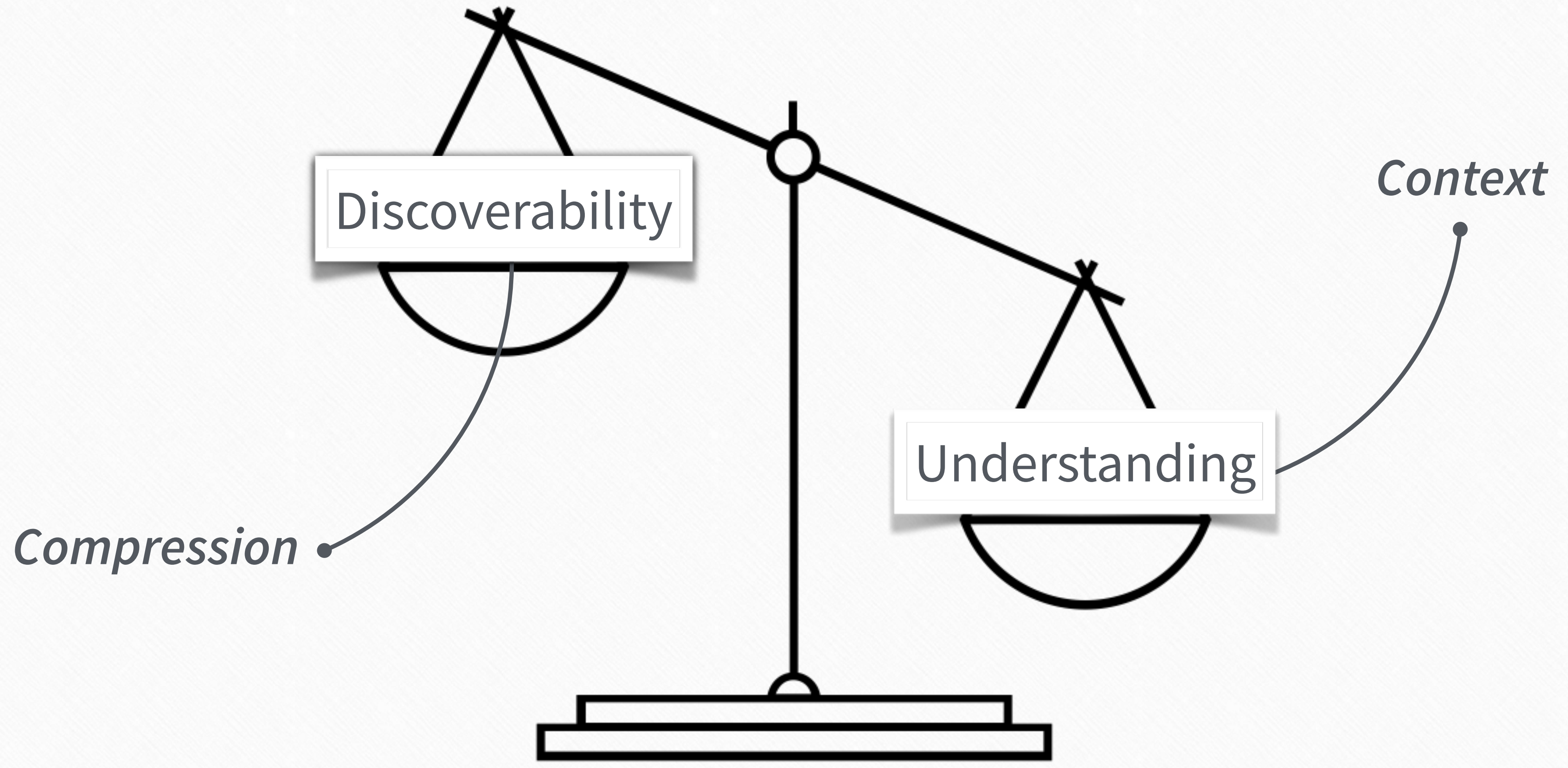


Notes



Notebooks

Design



Compression / Context

The New Methodology

Probably the most noticeable change to software process thinking in the last few years has been the appearance of the word 'agile'.

October 19, 2016 at 10:29AM

via Instapaper <http://ift.tt/zxU3t1>

Compression / Context

Compression / Context

Table of Contents

1. Introduction

2. Features

3. Architecture

4. Implementation

5. Conclusion

Feature Comparison

Feature	Product A	Product B	Product C
Real-time analytics	Yes	Yes	Yes
Customizable dashboards	Yes	Yes	Yes
Mobile app	Yes	Yes	Yes
Integration with other tools	Yes	Yes	Yes
24/7 customer support	Yes	Yes	Yes

Project Overview

Project Name: [Project Name]

Start Date: [Start Date]

End Date: [End Date]

Project Manager: [Project Manager]

Team: [Team Name]

Objectives: [Objectives]

Scope: [Scope]

Risks: [Risks]

Conclusion: [Conclusion]

Kanban board

QUICK FILTERS: Only My Issues, Recently Updated

5 Items

1 Selected by Environment

Epics: 2 Issues

- 554-1 Kanban cards represent work items in a Kanban board. They are placed in the top of the card.
- 554-2 Kanban boards are used to manage work items. They are used to track the progress of work items.

Everything Else: 3 Issues

- 555-3 Add work items with "Greater base" at the top right of the screen >> Try adding
- 555-4 Work items are added to priority order (moving to bottom) >> Try dragging the
- 555-5 Work items are changed to different priority (left to right) >> Try dragging the
- 555-17

Flowchart

```

graph TD
    Start([Start]) --> Step1[Step 1: Initial Setup]
    Step1 --> Step2[Step 2: Data Collection]
    Step2 --> Step3[Step 3: Data Analysis]
    Step3 --> Step4[Step 4: Reporting]
    Step4 --> End([End])
  
```

Diagram

Flowchart

```

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    Step3 --> Step4[Step 4: Reporting]
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```

Diagram

Compression / *Context*

Compression:

“How do I make what I’m consuming right now easily discoverable for my future self?”

Progressive Summarization

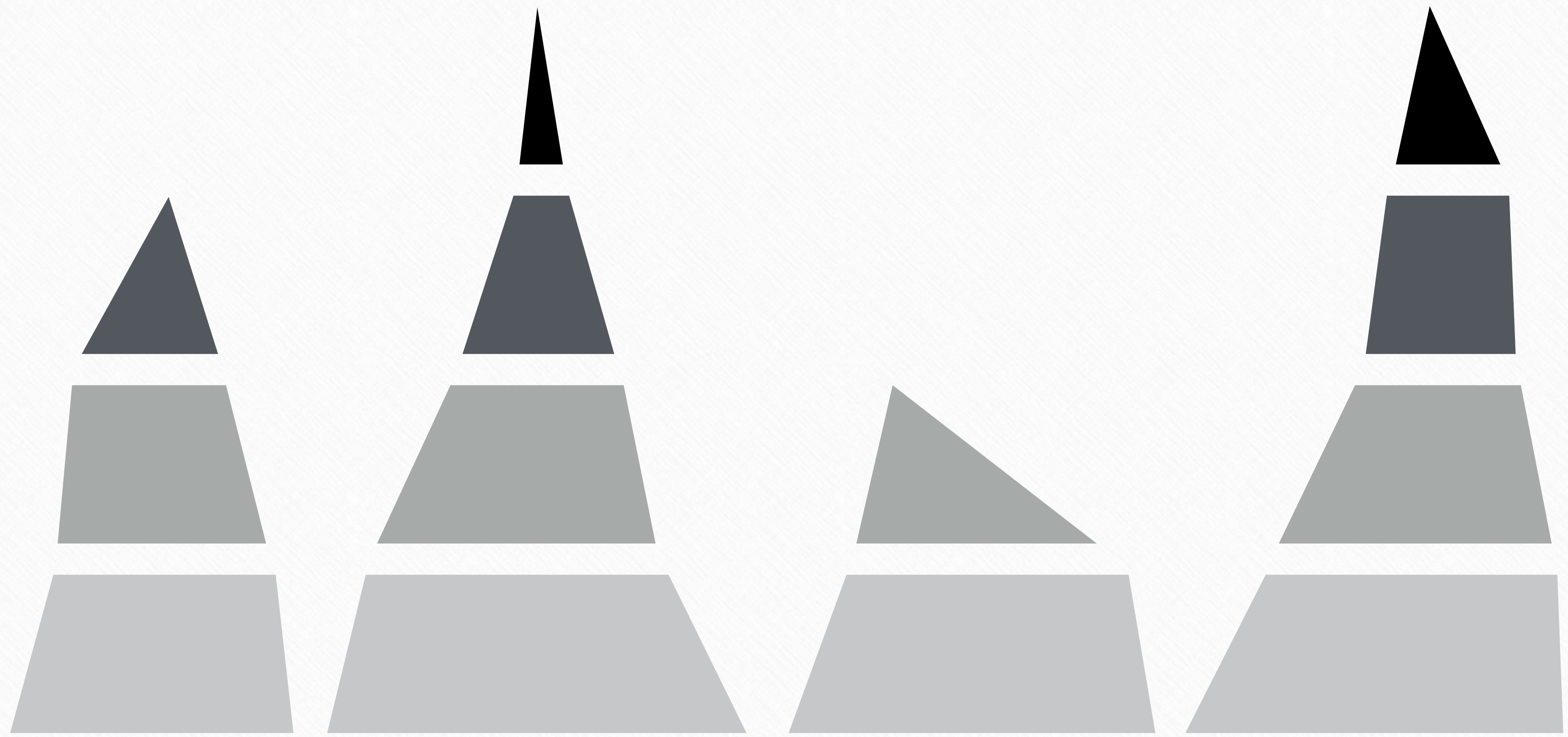
Layer 5: Remix

Layer 4: Mini-summary

Layer 3: Highlighted passages

Layer 2: Bold passages

Layer 1: Notes



Progressive Summarization



Compression

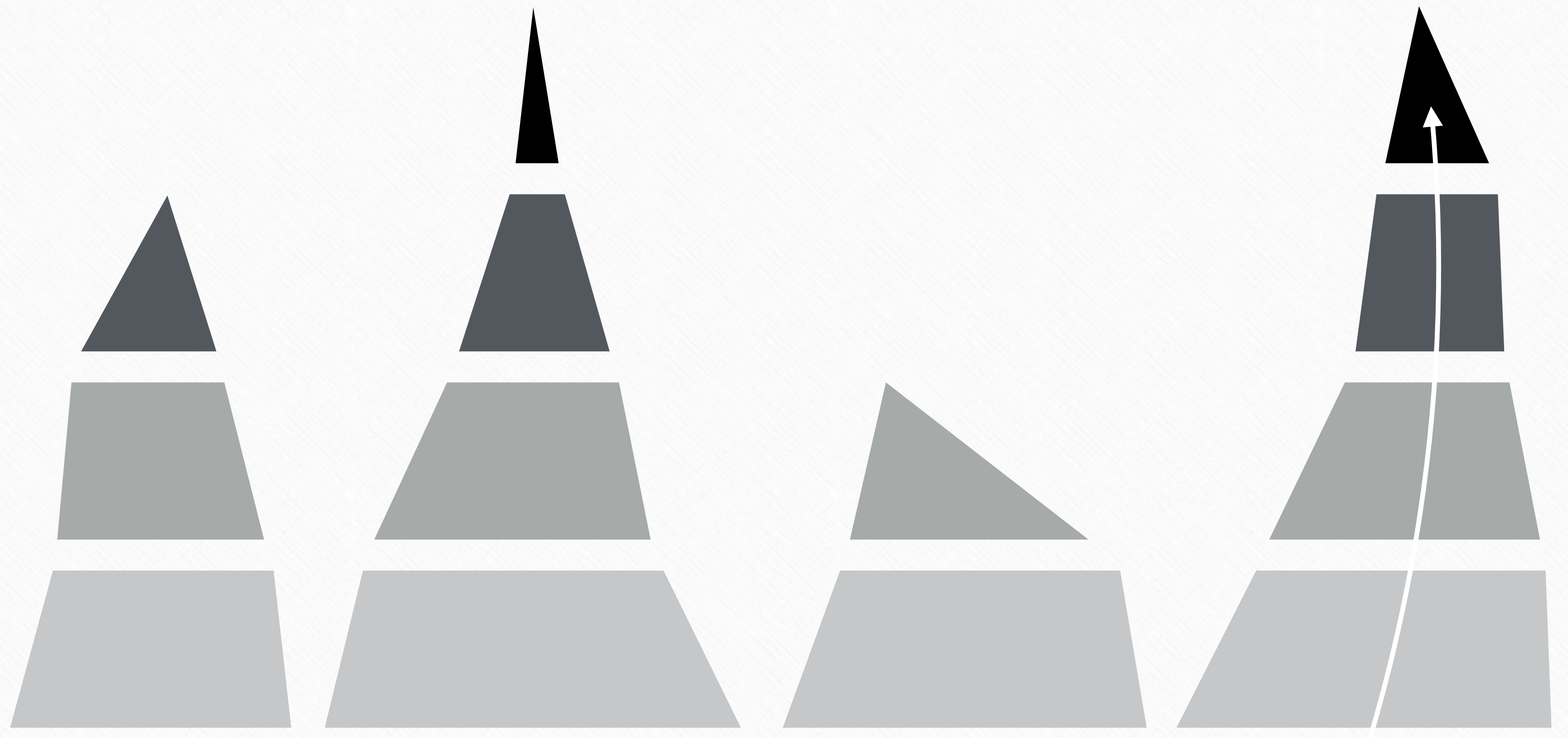
Layer 5: Remix

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Progressive Summarization

Layer 5: Remix

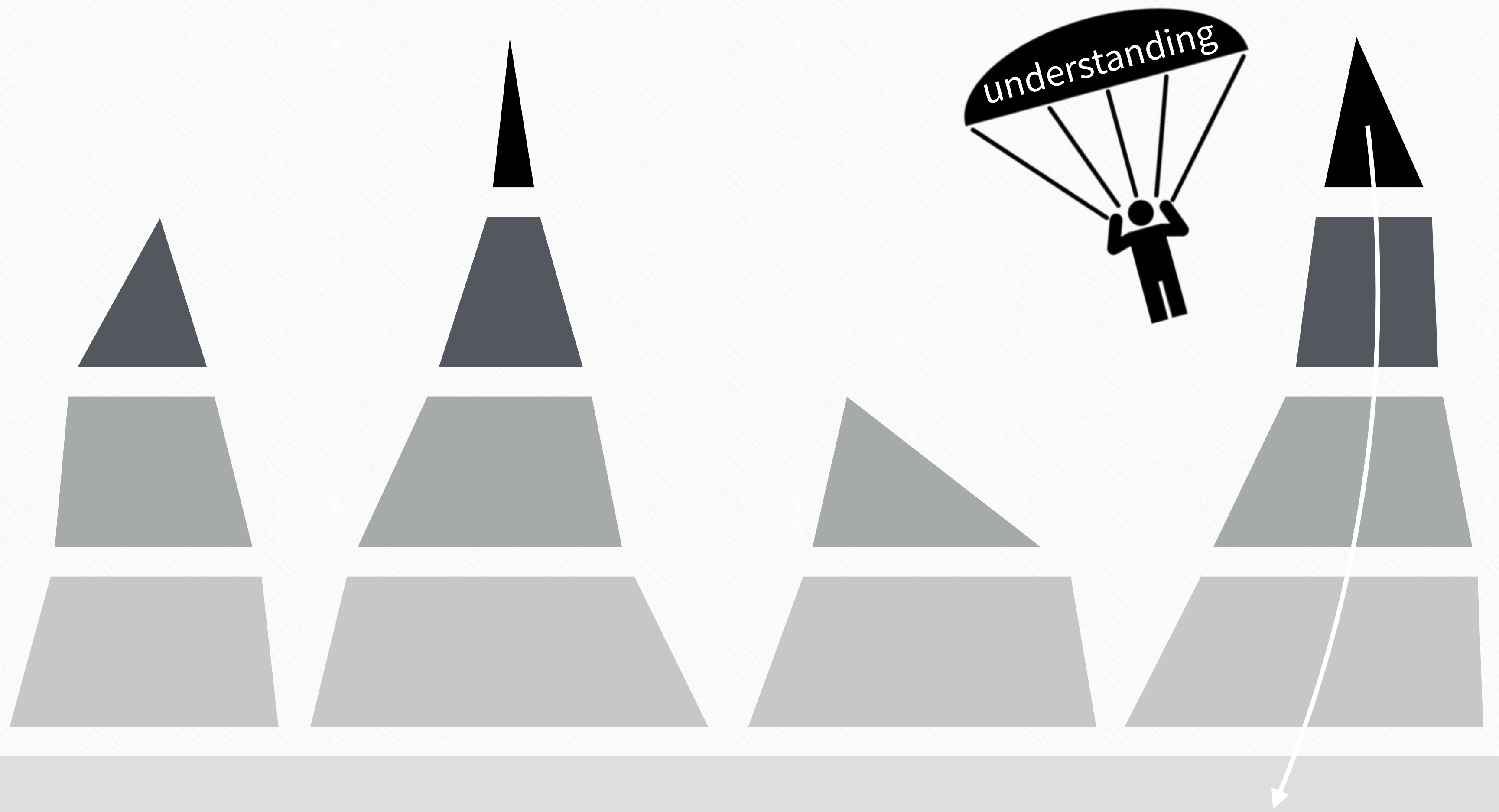
Layer 4: Mini-summary

Layer 3: Highlighted passages

Layer 2: Bold passages

Layer 1: Notes

95



Context

Postrationalism

Layer 1: Notes

Postrationalism

<http://thefutureprimaeval.net/postrationalism/>

"Additionally, postrationalists have an appreciation for tradition, ritual, modes of experience beyond detached skepticism, "non-rational" sociopsychological phenomena, and other things traditionally rejected by skeptics and rationalists."

"We can't really replace common sense and intuition as the basis of reasoning. Attempts to virtualize more "correct" principles of reasoning from math and cognitive science in explicit deliberative reasoning are unrealistic folly. We can learn useful metaphors from theory, and use mathematical tools, but theory cannot be the ultimate foundation of our cognition; practical reasoning is either based on reasonable common sense, or bogus."

"It is therefore better to treat the mind as a holistic and teleological black box system, and deal with it on its own terms; experience, intuitively understandable evidence, good ideas and arguments, and actual incentives. The mind is already well-tuned by evolution, and can only become wiser with lots of specific knowledge and experience, rather than more rational with a few high-impact cognitive hacks."

"Some rationalists have a reductionistic and mechanistic theory of mind. They see the mind made up of a patchwork of domain-specific biased heuristic algorithms which can be individually outsmarted and hacked for "debiasing". While the mind is ultimately a reducible machine, it is complex, poorly understood, very clever, and designed to work as a purposeful whole. You generally can't outsmart your mind"

"Ideas about what's important and valuable are usually thought of as fundamental truths or moral axioms, but are often better modelled as shifting social fictions, local residue of larger-than-human social phenomena, tribal markers, and so on."

"Propositional belief is too narrow of a concept to model all desirable cognitive content. It is better to think in terms of a general continuum of forms of cognitive content: memories, models, heuristics, skills, procedures, habits, and such, with truth as a sometimes-applicable proxy for usefulness rather than an always-applicable end in itself"

"Postrationalism" is our reaction against some of the silliness of modern conceptions of "rationality", while keeping the strong emphasis on correct thinking, skeptical evidence-based inquiry, and field performance as the final test of ways of thinking. Postrationalists tend to be concerned with matters of social psychology and how societies work more than traditional rationalists"

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Layer 2: Bold passages

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The futility of tags for creative work

- appreciation ▾
- tradition ▾
- ritual ▾
- modes of experience ▾
- detached skepticism ▾
- non-rational ▾
- sociopsychological phenomena ▾
- common sense ▾
- intuition ▾
- principles of reasoning ▾
- math ▾
- cognitive science ▾
- useful metaphors ▾
- theory ▾
- cognition ▾
- mind ▾
- teleological black box ▾
- understandable evidence ▾
- actual incentives ▾
- high-impact cognitive hacks ▾
- domain-specific bias ▾
- heuristic algorithms ▾
- debiasing ▾
- fundamental truths ▾
- moral axioms ▾
- social fictions ▾
- tribal markers ▾
- propositional belief ▾
- memories ▾
- models ▾
- habits ▾
- proxy for usefulness ▾
- evidence-based inquiry ▾
- field performance ▾
- social psychology ▾

Notes on *The Future of Work*

Updated Jan 18, 2016

Recent data from the Bureau of Labor Statistics shows that the majority of us now spend more time working than we do sleeping, an hour more a day. Work is officially the single most time-consuming thing in our lives today, so it's important that we enjoy and care about what we do because we're going to spend most of our lives doing it.

The Five Trends Shaping the World of Work:

- New behaviors

If it's so easy for us to do the things mentioned earlier in our personal lives, then shouldn't it be just as easy to do those things in our professional lives? Why do we need to get 250 emails a day, why can't we find the right people and information we need to get work done? Why is there so much content duplication? Why can't we easily share

The Race (Eliyahu M. Goldratt, Robert Fox) notes

Updated Oct 27, 2016

SUMMARY

- DBR drives logistical improvements using exactly the same process used to drive process improvements
- **The West and the East take turns, with one trying the high-tech, complex approach, and the other a more human-centered, simple approach.** The latter always wins:
 - Starting in 1965, and continuing into the 80s, the West created Materials Requirements Planning (MRP), which was attempt to use computers to plan and coordinate production
 - JIT proved superior to our efforts
 - After that, Japanese tried to implement synchronized manufacturing
- **The Race in manufacturing is best exemplified by quick evolution in inventory turns**
 - Standard used to be 2-5

ASK QUESTIONS ⇒ GET SALES

PAIN-finding

~~What would you change about your current vendor?~~

QUESTION-asking

How did you choose your current vendor?

WHAT

the prospect does

HOW

they do it

WHEN: WHERE

they do it

WHY

they do it that way

WITH WHOM

they are working

HOW YOU CAN HELP THEM DO IT BETTER*

*never deliver a presentation you don't think will close *only if previous questions have been answered

15 calls → 7 convos → 1 meeting → 0.8 sales

↑ 50% end-to-end conversion ↑

① Initial Phone Prospecting

① Brief intro ⇒ ② Point of call ✓ ⇒ ③ Get appt. ✓

② Interviewing

FUTURE

~~So, what can you do for us?~~

replace with

PAST

Have you ever worked w/ a productivity trainer before?

① **QUESTION**

"Before we start, Mr. Jones, would it help if I told you a bit about me and my company first?"

② **NOTES**

Take out pen & paper

③ **BRIEF BIO**

"Forte Labs is a corporate training firm based in San Francisco..."

④ **INTERRUPT**

"Before I go on, have you ever worked w/ a training firm on productivity before?"

THE PAST → identifying the "right" person

O
D
M

official decision maker

A
P
I

appropriately placed insider

① **OBJECTIVES**

What's the main thing you're trying to make happen next quarter?

② **RELATIONSHIPS**

What kinds of relationships are you hoping to develop in the future w/ regard to productivity training?

③ **PLANS**

What are your plans for employee training for the next year or two?

④ **FOCUS**

What areas do you anticipate trying to focus on w/ your training next year?

⑤ **GOALS**

What are you trying to get accomplished in this area?

FRAMED question

Make an assumption → Allow them to contradict you... w/ facts!

THE PRESENT → use a framed question to uncover insights

① Who are you currently working with?

↓

So you're using primarily in-house trainers now?

② Which productivity method are you using?

↓

Are you following the GTD method?

③ What would you change about your current vendor?

↓

Do you like their leadership seminars or the writing one better?

less direct
less threatening
less subversive
encourages them to talk

④ What are you looking for in a training?

↓

I noticed you're working w/ Mind Gym - I'm curious - how do you decide to work w/ a co like that on an ongoing basis?

⑤ Are you working w/ Company X because you prefer X or Y?

MOST IMPORTANT QUESTION

So what is it you're trying to accomplish right now?

THE FUTURE → find out the plan and its objectives

The Pre-Proposal Question

You know, Mr. Jones, I'd like to put together a proposal for a workshop program focused on the objectives you've just outlined. Before making a formal recommendation though, I suggest we meet again to discuss the details of the content to be covered, what kinds of skills we should be transferring, and the tools we'll use as examples. Does that sound like a good idea to you?

You know, Mr. Jones, you've given me a lot to work w/ today, and I really appreciate the time you've spent w/ me. What I'd like to do is use my notes to create a rough draft of what we might be able to accomplish - not a formal proposal, because there are still questions we need to resolve. Could we get together again next week so we could talk about some of the ways we may be able to help you set up this training program?

GOAL = to have a followup mtg. in which prospect critiques first draft of proposal, including:

- assumptions
- facts
- solutions

URGENCY → "just between you and me, do you see us working together this quarter?"

③ Presentation = verification + proposal dev't

STEP 1: VERIFICATION	STEP 2: ASSUMPTIONS	STEP 3: ASK
Based on what I've heard...	[from interviewing phase]	Is that on target?
Based on what we discussed...		Have I outlined the situation accurately?
Based on the materials you sent me...		Is that about right?
Based on what your president said...	<input checked="" type="checkbox"/> objectives	Have I left out anything crucial?
Based on what we found out from your employees...	<input checked="" type="checkbox"/> dates	Have I overlooked anything?
Based on what we're hearing from your managers...	<input checked="" type="checkbox"/> implementation	Does that seem accurate to you?
	<input checked="" type="checkbox"/> price	
	<input checked="" type="checkbox"/> service details	
	<input checked="" type="checkbox"/> etc.	
	preliminary proposal	

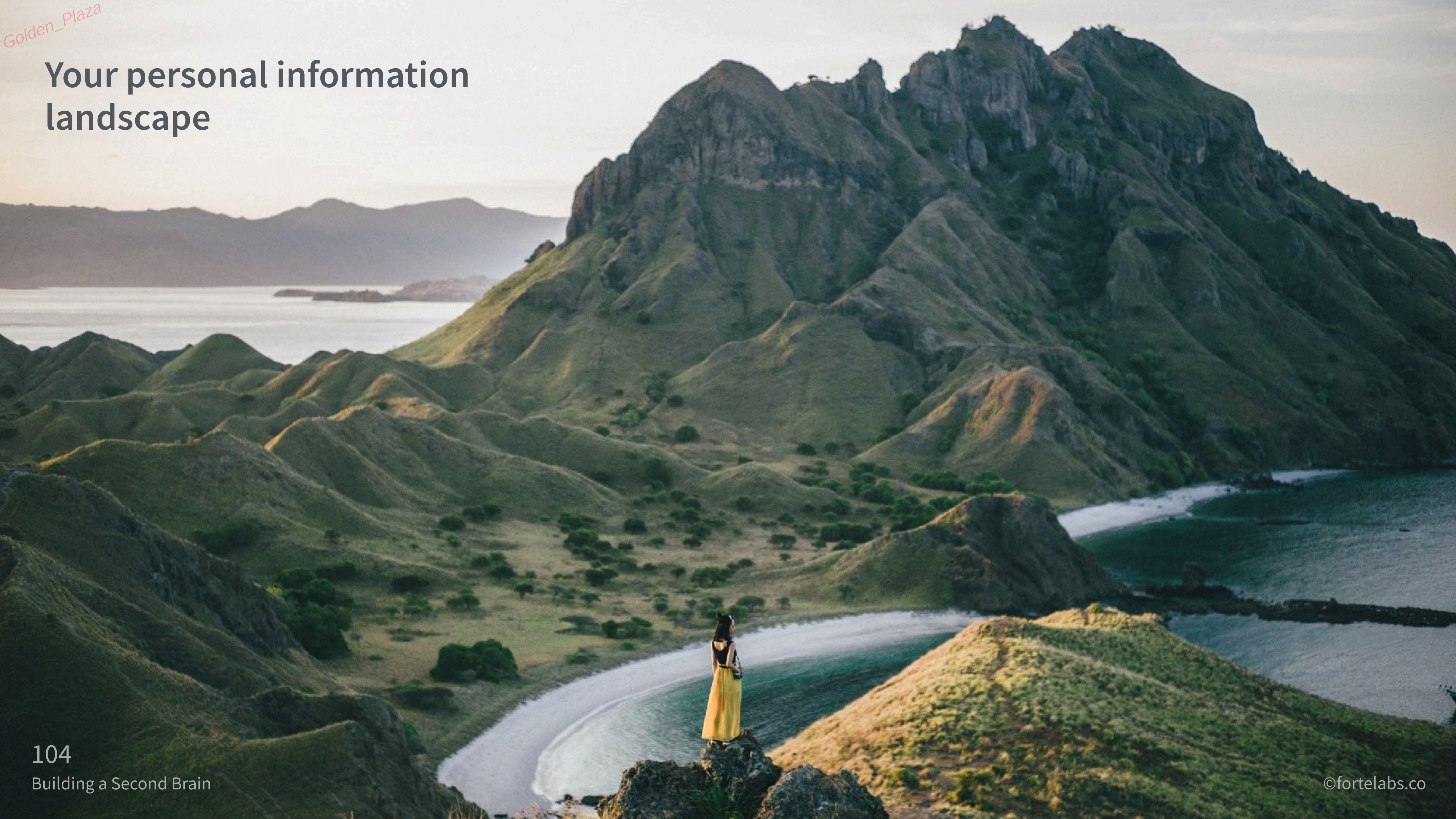
point is to uncover objections

URGENCY: I don't see any reason why we shouldn't be able to finalize this next wk, do you?

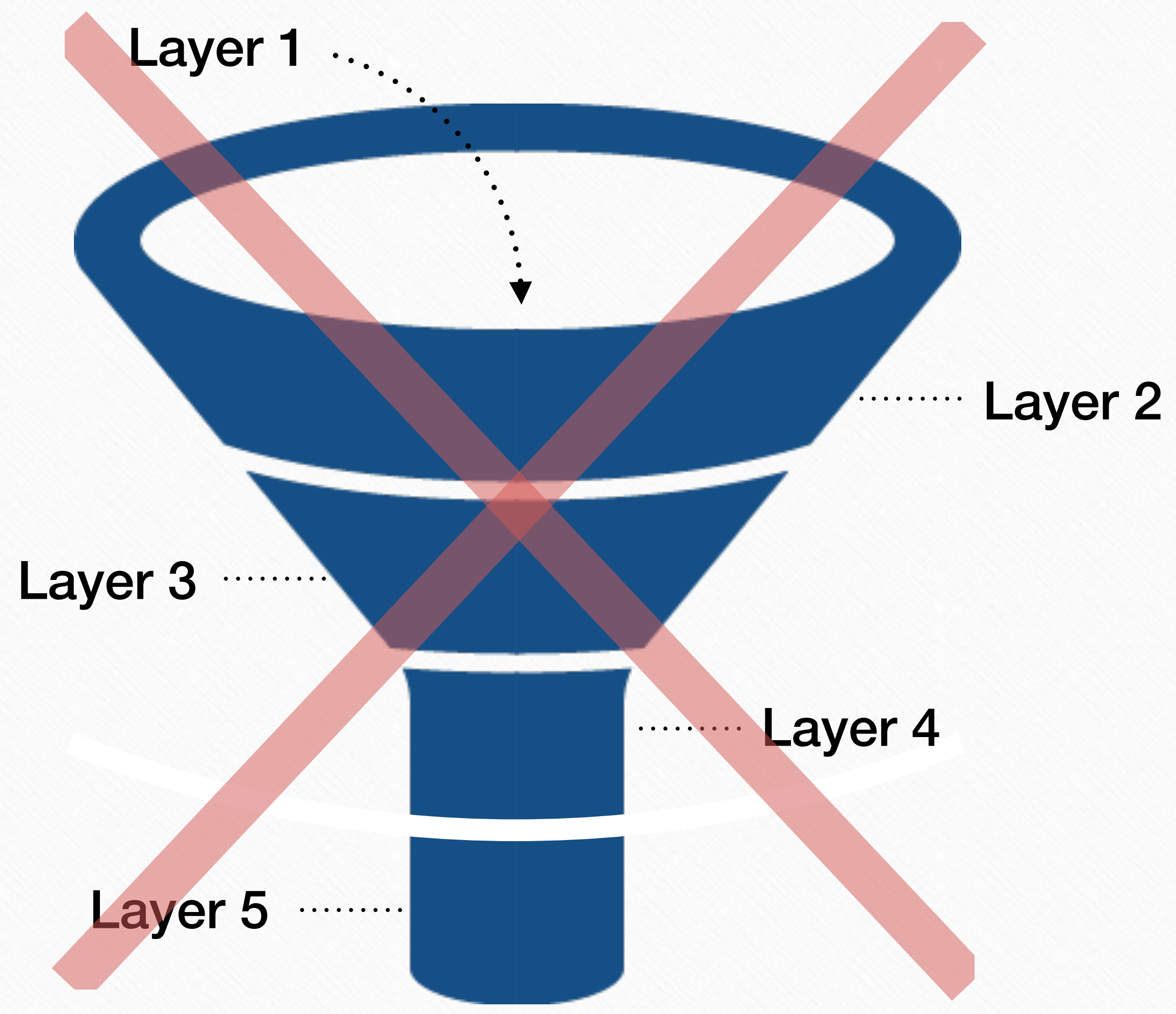
Most people's notes



Your personal information landscape



1. Non-universal



My notes breakdown

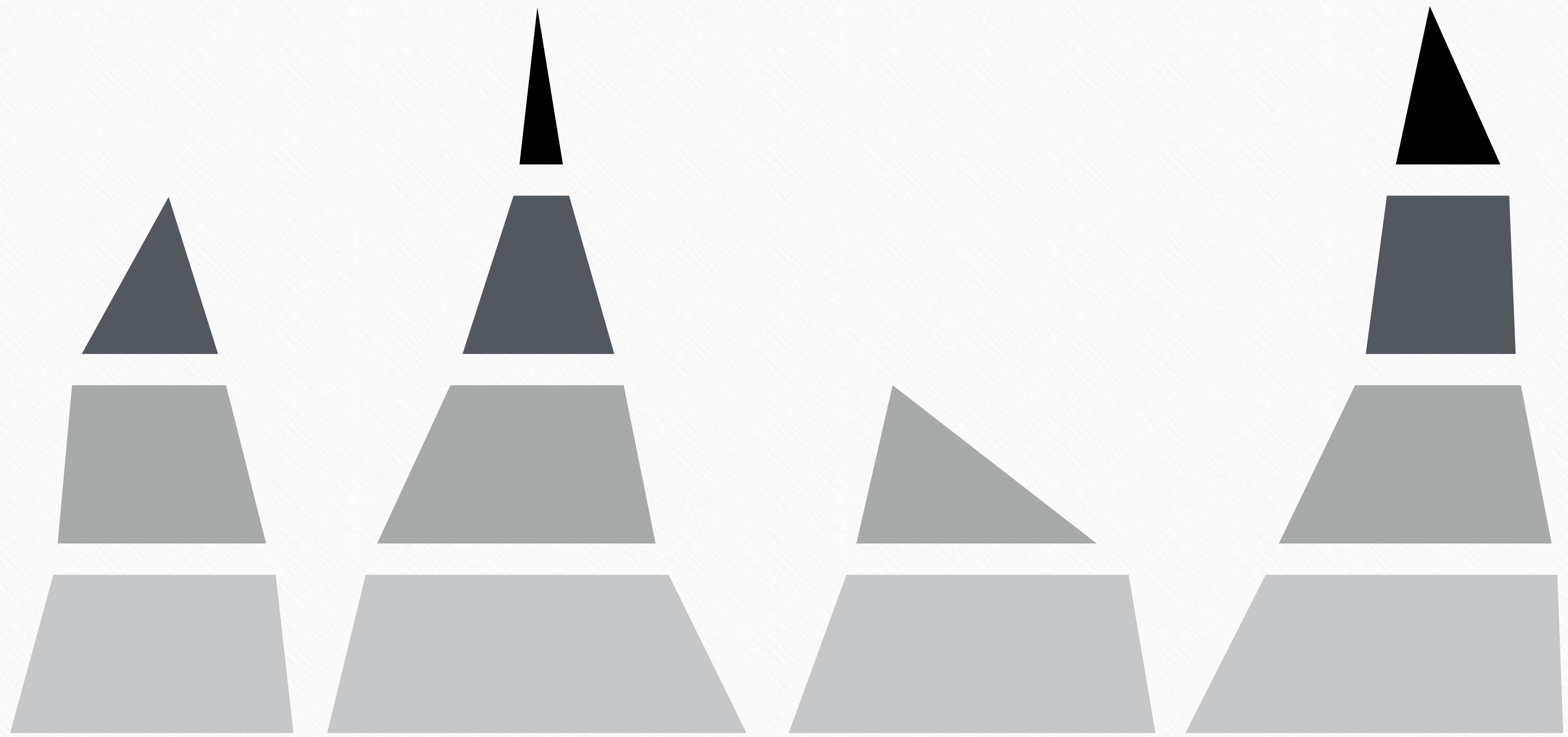
Layer 5: <1% remixed

Layer 4: 5% re-summarized





Layer 3: 20% highlighted

Layer 2: 25% bolded

Layer 1: Notes saved on 50% of all sources consumed



2. Resonance-driven

-  what it all “means”
-  extremely logical hierarchy
-  analysis, interpretation, categorization
-  expose the semantic hooks



Your



lens is

what



matters



3. Simple, with one rule:

SPEND MORE
ATTENTION
ON THINGS THAT
INSPIRE YOU

The text is presented in a large, bold, sans-serif font. Each letter is filled with a different nature photograph. The top row, 'SPEND MORE', features a light, misty landscape. The second row, 'ATTENTION', shows a mountain range with green forests. The third row, 'ON THINGS THAT', depicts a rocky mountain slope with sparse vegetation. The bottom row, 'INSPIRE YOU', shows a person standing on a rocky shore next to a body of water.

“Simple, clear purposes and principles give rise to complex and intelligent behavior. Complex rules and regulations give rise to simple and stupid behavior.”

Dee Hock

*“Design an interaction model for the **worst version of yourself** - the one that's tired, lazy, unmotivated, frazzled - because **that's the one that usually shows up** when you need a solid workflow to fall back on.”*

About Face



Up next...

05

Maximizing Return-on-Attention

Lecture 2 - Action Steps

- Watch videos for **Units 3 and 4**
- Unit 3 Exercise: **12 Favorite Problems** (the Feynman Method)
- Unit 4 Exercise: **Markup a Note** using Progressive Summarization
- Bonus content:** PARA Implementation Guide

Highlighting in the forum



Guest Interview #1: Stacey Harmon



Wednesday, August 2
9am PDT

Welcome!

radical
PRODUCTIVITY

with Evernote

THE FOUNDATIONS COURSE

harmonenterprises