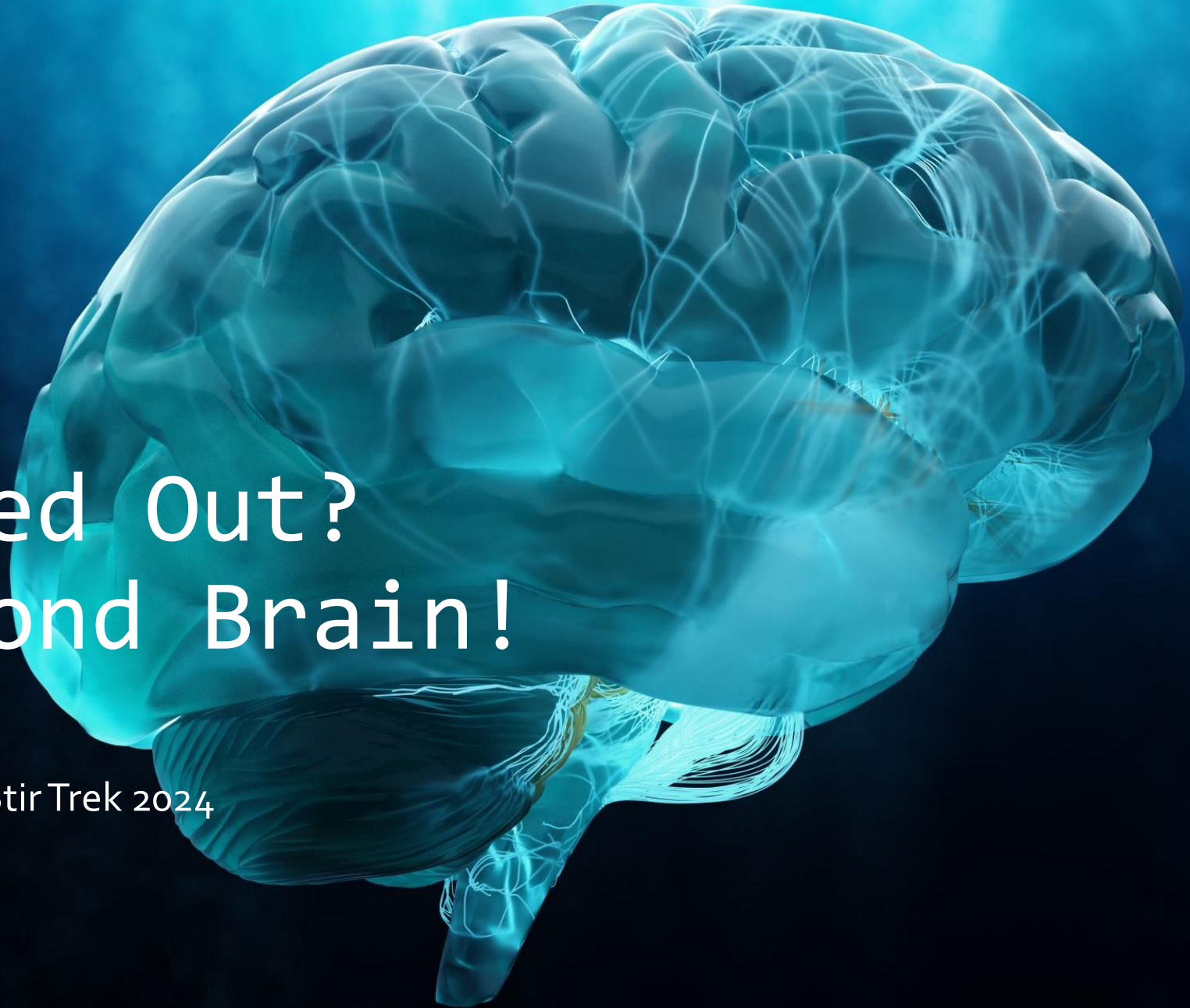


# Brain Maxed Out? Add a Second Brain!

---

Presented by Jeffrey Miller – Stir Trek 2024





Jeffrey  
Miller

Senior Consultant

[knowledgeplaybook.com](http://knowledgeplaybook.com)







**Overwhelmed? Too Much on Your Plate?**

The Problem:  
Lack of Memory?



The Problem:  
Lack of Clarity

**Can't  
Remember**

---





# The Problem

---

- Information Overload
- Weak and Taxed Memory
- Endless Media Consumption and Distraction



# The Reasons?

---

- Forgetfulness
- Distraction
- Fragmentation



Remember that your mind is for having ideas, not for holding them. ... You should be thinking about your stuff, not of it.

Making It All Work

David Allen





# The Potential – What If?

---

- A Focused Cohesive System that Amplifies your Strengths
- Helps You Scale Yourself
- Has Value that Compounds Over Time





# The Possibility – What a Second Brain Is and Does

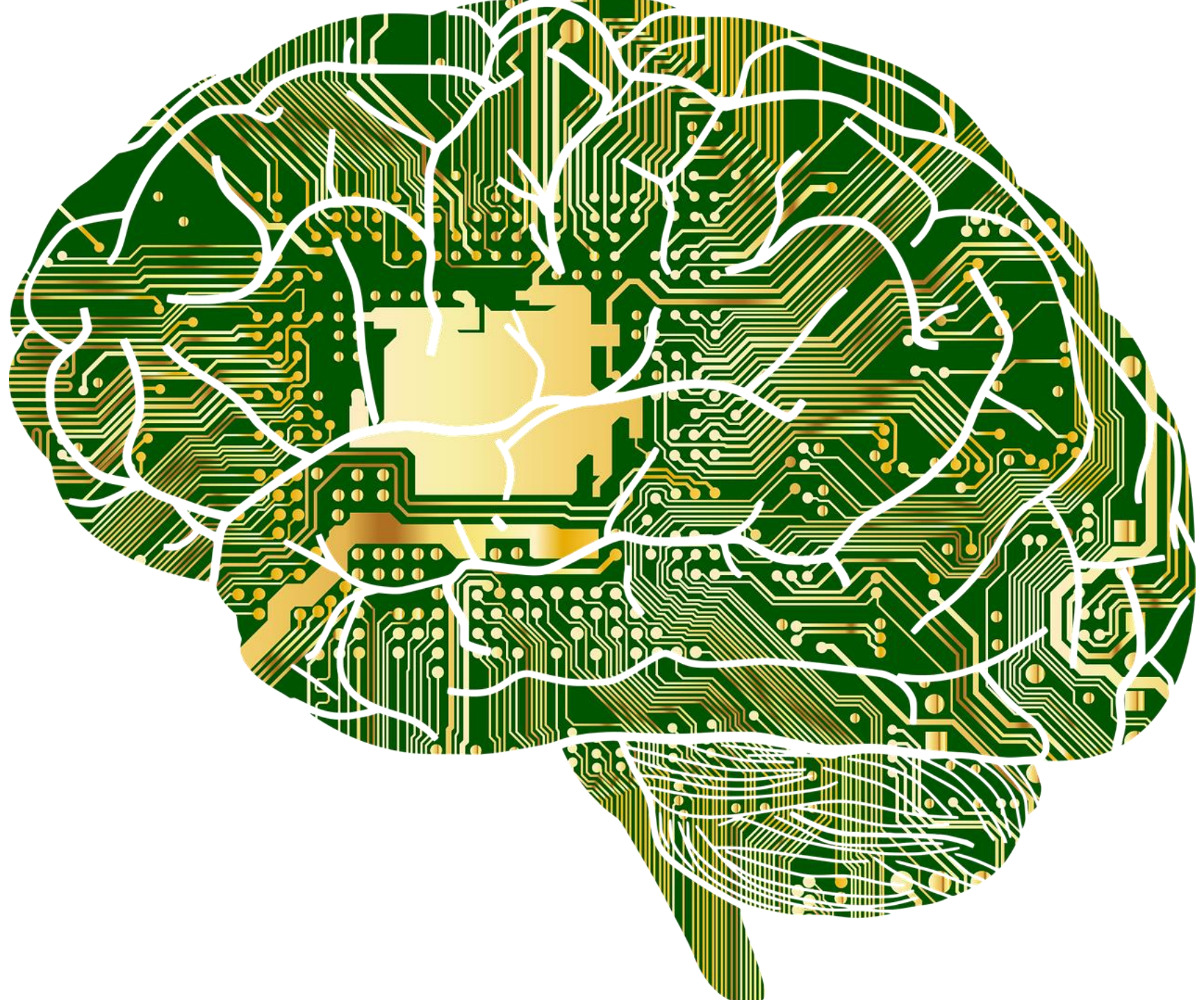
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- Learn with Curiosity
- Lean into Clarity
- Lead with Confidence



**What is a Second Brain?**

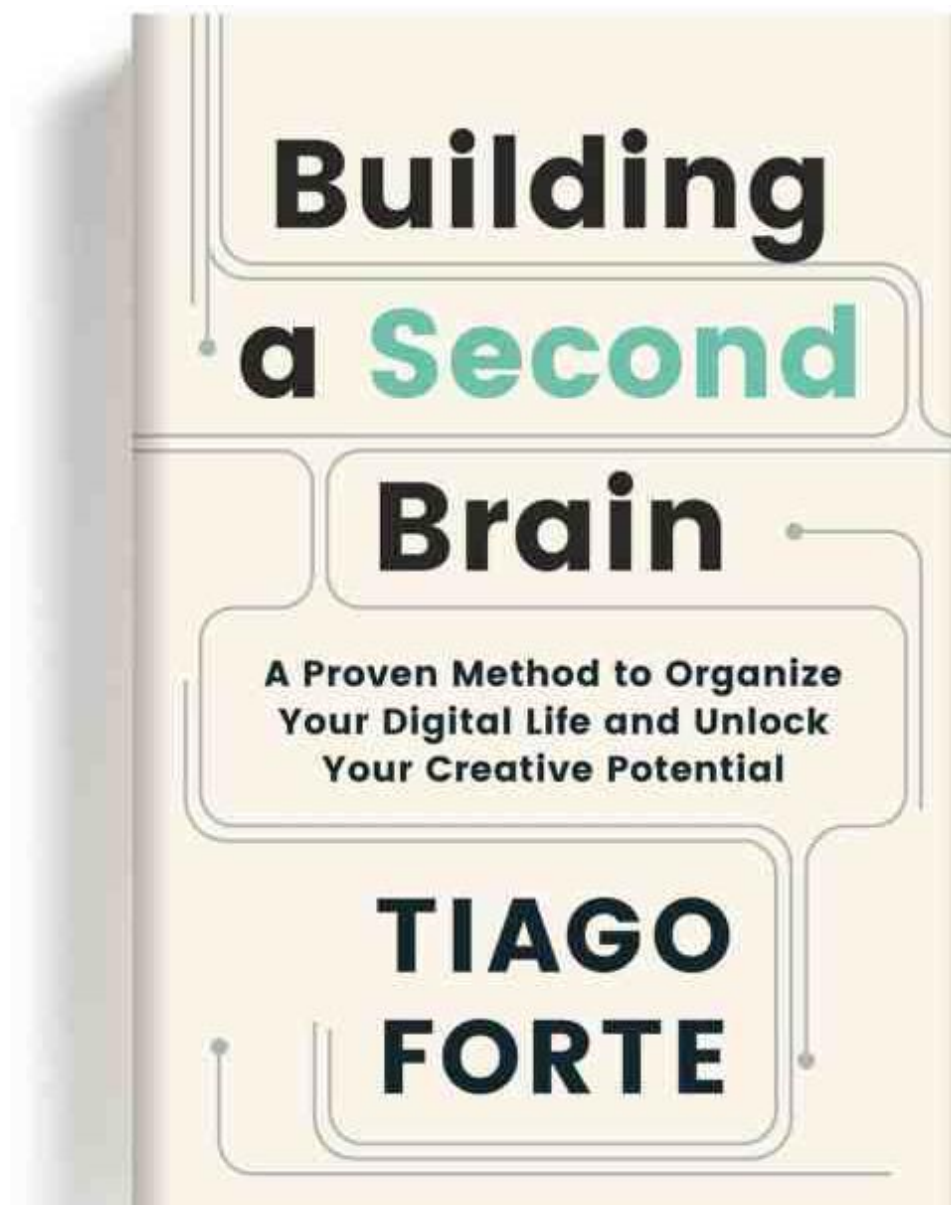




# What is a Second Brain?

Digital *Personal* Knowledge Management System





# The Promise – What You'll Learn

---

- Simple Steps to Get Started
- Mindset Changes

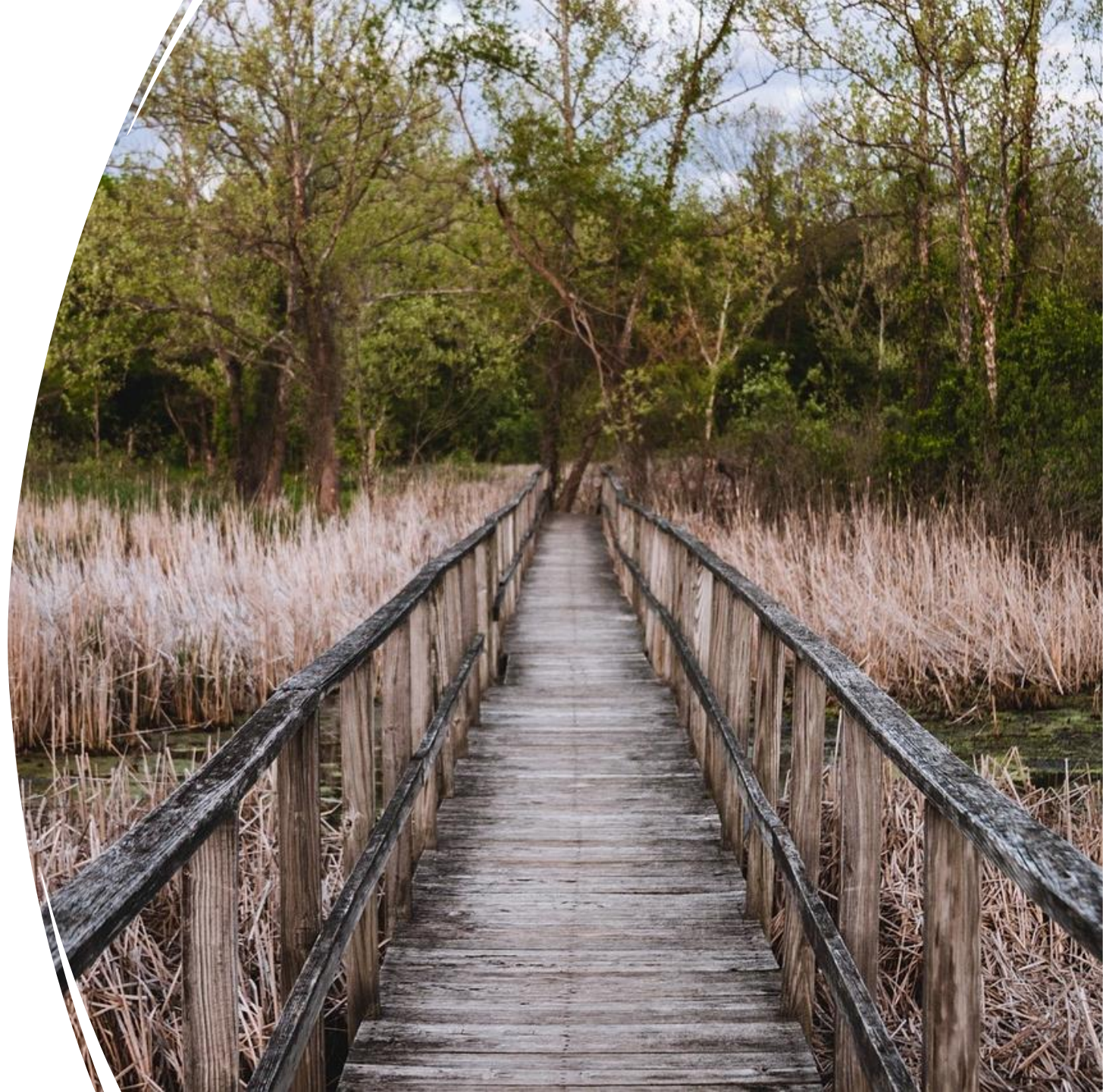




# The Path – How We'll Get There

---

- Motivation
- Model
- Mechanics





You do not rise to the level  
of your goals. You fall to  
the level of your systems.

Atomic Habits

James Clear







## The People – Who Needs a Second Brain?

- Knowledge Workers
- Anybody with a Pulse and a Smart Phone



# Impostor Syndrome

---





# Favorite Second Brain Uses



Restaurant orders



Original jokes



Candidate  
interview tracking



Medication list



Task tracking

Wait - This is a Note  
Taking talk?

ZZZZZZ...



A man in a white shirt and dark trousers is running across a stage. The background is dark and out of focus, with the word "soft" visible in large white letters. The text "NOTE TAKING!" is overlaid in white, bold, capital letters with a black outline.

**NOTE TAKING!**

**NOTE TAKING!**

makeagif.com

Creating a Second Brain  
sounds like a hassle



Effort is manageable

Won't AI  
make all of  
this obsolete?



MODEL

# **Building a Second**

## **Brain**

**A Proven Method to Organize  
Your Digital Life and Unlock  
Your Creative Potential**

**TIAGO  
FORTE**

**Building a  
Second Brain  
- Tiago Forte**



# **Building a Second**

## **Brain**

**A Proven Method to Organize  
Your Digital Life and Unlock  
Your Creative Potential**

**TIAGO  
FORTE**

C.O.D.E  
Process

P.A.R.A  
Method

# **The CODE Process**



**C.O.D.E. =**

**CAPTURE**

**ORGANIZE**

**DISTILL**

**EXPRESS**

CAPTURE

Find It, Keep It





# Clarity is Like GOLD



# ORGANIZE

**Save for Actionability**





# The PARA Method

Simplify, Organize,  
and Master Your  
Digital Life

P	- PROJECTS
---	------------

A	- AREAS
---	---------

R	- RESOURCES
---	-------------

A	- ARCHIVES
---	------------



# PROJECTS

**Goal with an End Date**

# AREAS of Responsibility

**A Standard to Maintain**



# RESOURCES

Information of Interest & Reference

# ARCHIVES

**Keep It! But Keep It Out of the Way!**



# PARA Practice!

- Throw a birthday party
- Stir Trek Conference!
- Heath and Wellness
- Java Tools

# PARA Practice!

- Usage of Java tools at work
- Learn Python programming
- Plan a vacation
- Personal Finances
- Best Dad Jokes of All Time



Mechanics

# Options for a Note Taking App

OneNote

Evernote

Notion

Apple  
Notes

Obsidian



Cool – So which tool is  
the best?

No single perfect tool



## Hi, I'm Tiago

I've spent more than 10 years researching and personally experimenting with a new way of organizing our digital lives.

What started as a quest to **survive a chronic illness** turned into a **life-long mission to help people like you harness the full potential of their ideas and turn them into reality**. I firmly believe this is a crucial part of creating a better future for all of us.



If you're here reading this, then something in your life has caused you to stop and think, *"There must be a better way!"* (just like my chronic illness did for me).

Maybe your responsibilities have increased dramatically as you started a family, a new job, or a business, and now you

<https://fortelabs.com/blog/>

# Choosing Your Second Brain Apps



**WHEN YOU SHOULD SWITCH  
YOUR SECOND BRAIN APP (AND  
WHEN YOU SHOULDN'T)**

I've had some form of a Second Brain a personal system of knowledge management for a couple of decades now



**HOW TO CHOOSE YOUR  
SECOND BRAIN APP**

create your very own personal system of knowledge management which I call a Second Brain then your first step is to



**TEST-DRIVING A NEW  
GENERATION OF SECOND BRAIN  
APPS: A PERSONAL SYSTEM OF KNOWLEDGE  
MANAGEMENT**

About six months ago I decided to evaluate a few of the newer generation of Second

**<https://fortelabs.com/blog/series/second-brain-apps/>**





## Notebooks



Book No...

Config

Public S...

Tech Sk...

Thinki...

Journal

+



P...



Search Notebooks



&gt; Jeffrey @ Manifest Solutions Corp •

v My Notebook (Outpost516)

Quick Notes

&gt; 0 - Input, Processing

&gt; 1 - Projects

&gt; 2 - Areas

v 3 - Resources

Book Notes

Config

Public Speaking

Tech Skills

Thinking

Journal

&gt; Playbook

&gt; 4 - Archives

## The 3 "T's" to Conquer Conference Content

Sunday, January 3, 2021 2:59 PM

## 3 T's of Analysis for Conference Content

Conference attendance is a great way to invest in your career. Sometimes the price is high, but the cost can pay off with a great return later, sometimes sooner than you think.

There are more conferences than one person can possibly take in, and they happen in lots of places that require expensive travel and planning.

But even if you couldn't attend a conference, that's OK. They can be a valuable resource and research tool afterward.

And if you did attend the conference, the odds are that there was way more content than you could consume while you were there. Often, there are many exciting sessions in each time slot, so naturally, you can't attend them all.

Time at conferences spent networking with likeminded practitioners often yields greater returns than the content.

Given all these things, here are three key elements to examine in a conference schedule.

## Topics

Observe individual sessions. What terms or buzzwords are unfamiliar? Use this to build a "curiosity map" in your mind (and in writing). If you have a personal wiki, you can make lists with terms as placeholders for entire pages once you learn more.

## Themes

Look for repetition in sessions. What tracks are identified by the conference schedule? This is an easy way to start. What "tags" could be applied to multiple topics? Based on what you already know, do any topics form new connections for you?

Add Page

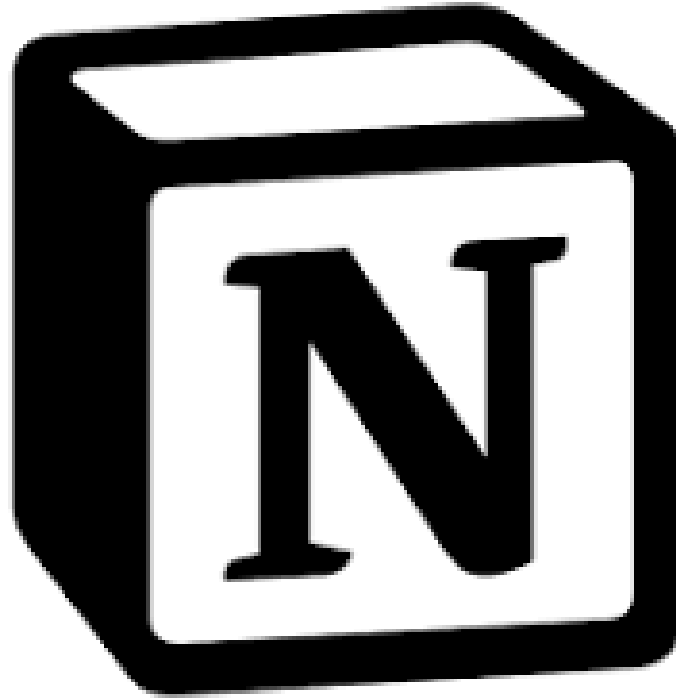


The 3 "T's" to Conq...

Succession Planning...

David Prepares Solo...

# Notion



<https://notion.so/>



# Why Pick Notion?

- Rich editing tools
- Structured metadata properties + unstructured data
- Highly customizable



# Why Pick Notion?

- Seamless experience
- Reduced external distraction
- Collaboration features
- Integrations
- Lots of templates







Notion

Product ▾

Download ▾

Solutions ▾

Resources ▾

Pricing

Contact sales

Log in

Try Notion free

Notes

Vacation

Tasks

Writing

Self improvement

Websites

Southwest Road Trip

Share



# Southwest Road Trip



## Lodging

Gallery View

Sort Search



Pioneertown Motel



The Joshua Tree House



Ace Hotel & Sw



## Itinerary

Land at Palm Springs International Airport

Rental car pickup

Breakfast at King's Highway Diner

4:19

Southwest Road Trip



# Southwest Road Trip



## Lodging

Gallery View

Sort Search

New ▾



Pioneertown Motel



# Thomas Frank

Web: [thomasjfrank.com](https://thomasjfrank.com)

YouTube: Thomas Frank Explains

## Hello There! I'm Thomas Frank.

I'm an author, YouTuber, and Notion expert.

I create in-depth **tutorials** and **templates** for Notion that help people be more productive and organized.

[Learn Notion →](#)

[Notion Templates →](#)



I help ambitious business owners design their **life and business systems** to match their unique lifestyles.

You can't expect to thrive when your systems aren't designed to support you.

# Marie Poulin

Web: [mariepoulin.com](https://mariepoulin.com)

YouTube: MariePoulin



CAPTURE

Find It, Keep It



# Capture - What Goes in a Second Brain?

- Project Notes
- Quick Notes
- Podcast snippet
- Web Clipping
- E-Book Highlights





# Instapaper – a read-later app



Save Anything. Read Anywhere.

<https://instapaper.com/>

Create an Account

Home

Liked

Archive

Videos

Notes

Browse

AlgoVax

Expert Systems

Craft

Journey

Health

GTD & Organizati...

Home & Fami

Help Blog More ▾

When You Should Switch Your Second Brain App (And When You Sh...

Edit

fortelabs.com · by Tiago Forte

I’ve had some form of a Second Brain (a personal system of knowledge management) for a couple decades now, and during that time it’s been hosted on four...



How to Choose Your Second Brain App

fortelabs.com · by Tiago Forte

If you’ve decided to follow my advice and create your very own personal system of knowledge management – which I call a “Second Brain” – then your first step is...

6 days ago · 5 min



Introducing “B”: How Bread Financial™ is expanding its DE&I strat...

newsroom.breadfinancial.com

Back to People & Culture Culture April 10, 2024 Introducing “B” How Bread Financial is expanding its DE&I strategy with a new digital tool. Jeff Hammon, CEO of Bread Financial, joined a panel discussion at the People & Culture Summit.

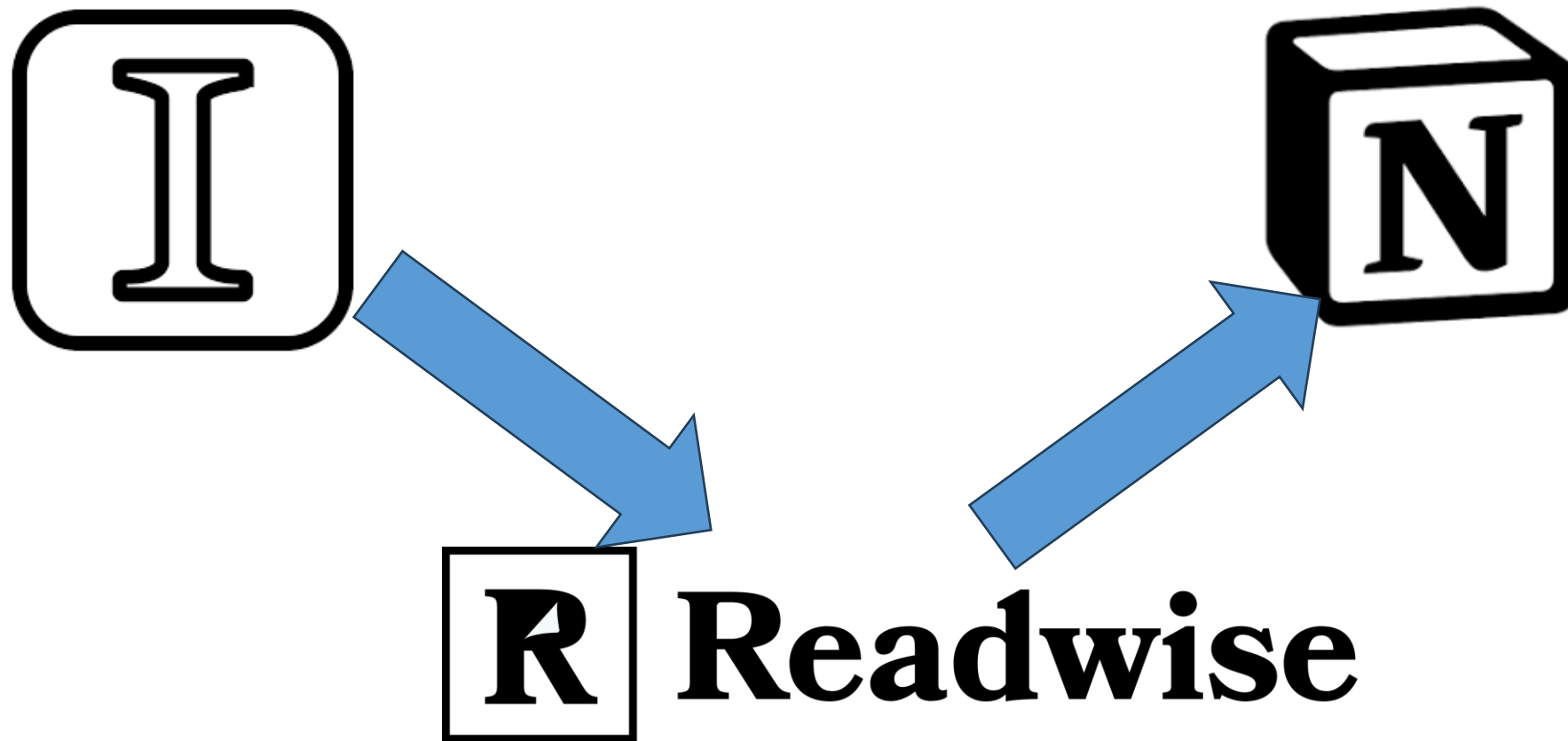
3 weeks ago · 2 min



Instapaper – a read-later app



# Instapaper Integrations!





Home

Features

For podcasters

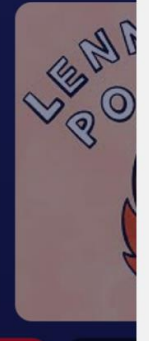
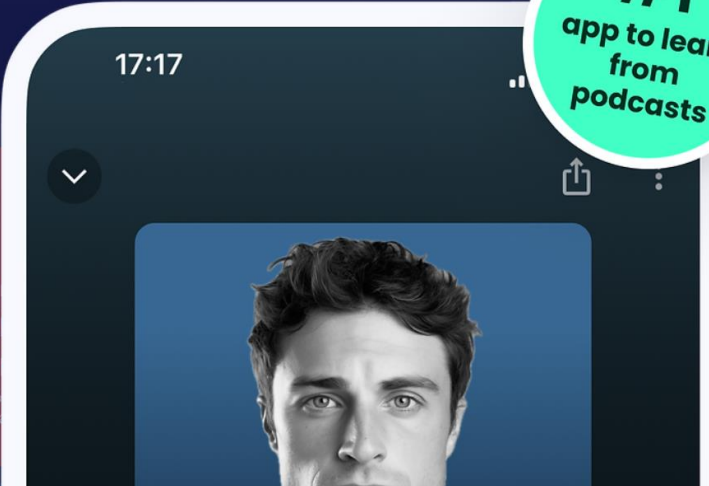


# Unlock the knowledge in podcasts

Highlight, take notes, and summarize your favorite podcasts using AI

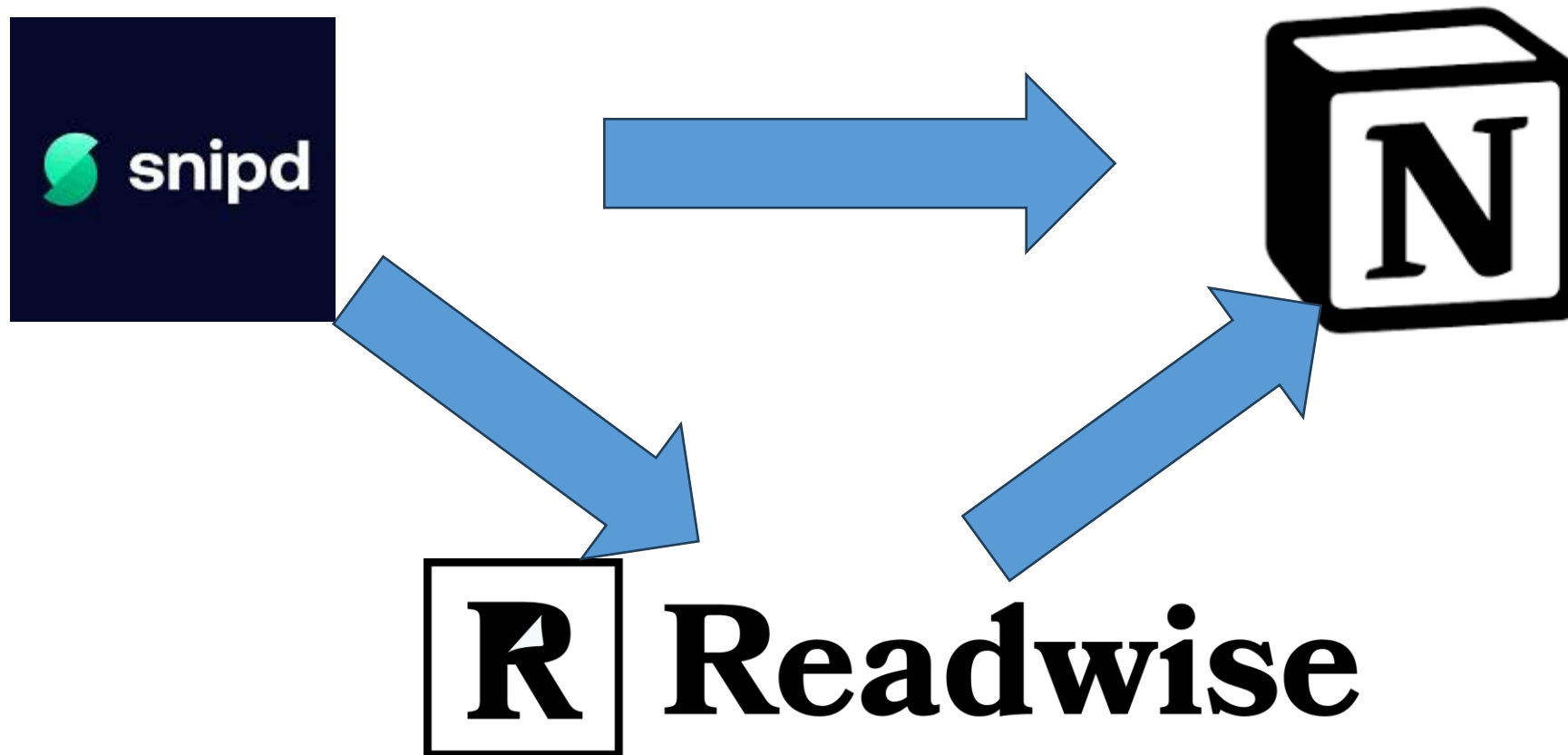
Get the app

# snipd- podcast goodness





# snipd Integrations!



# **R** Readwise

READ  
MORE

**Read more...or remember more?**



# Here's how Readwise works:



## Import Highlights

Sync your highlights from Kindle, Instapaper, Pocket, iBooks, and more.



## Review

Review the best parts easily through a daily email & app.



## Remember

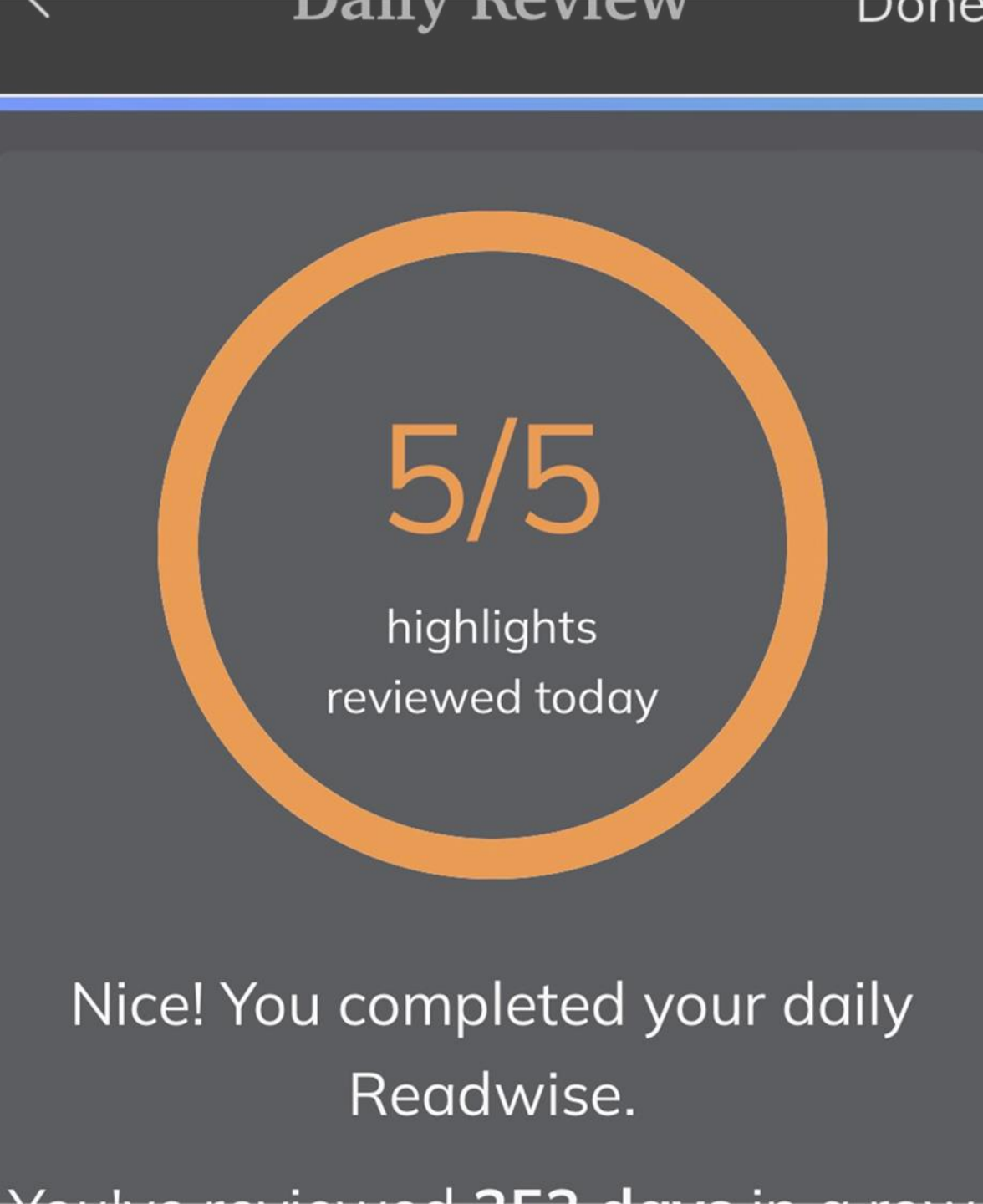
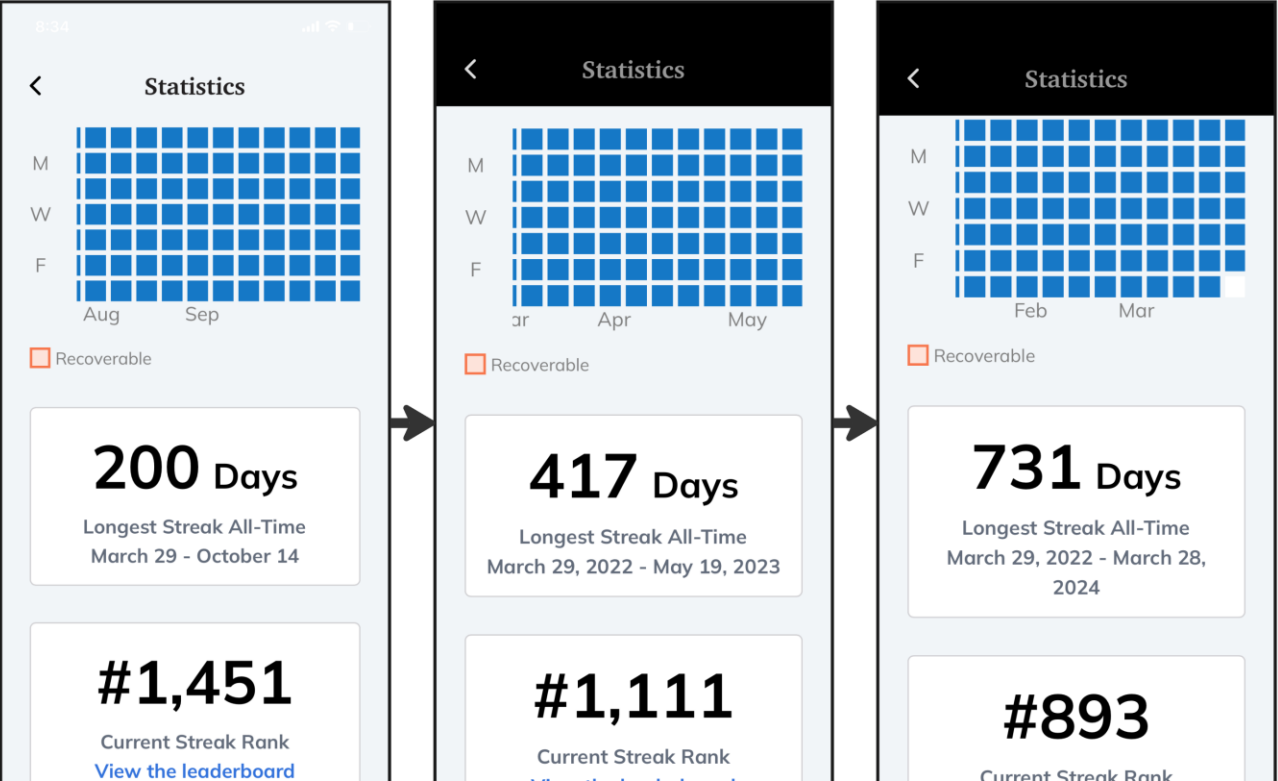
Recall more and grow your knowledge over time.

# Here's what our users say:



# Readwise

# Readwise Leaderboard



# Readwise Reader app!


FORTELABS.COM

Listen

## How to Choose Your Second Brain App

Tiago Forte • 6 mins

Oct 2nd 2023



If you've decided to follow my advice and create your very own personal system of knowledge management – which I call a “Second Brain” – then your first step is to decide which app to build it on

00:00 09:32 1x

Return Jump



# 60-Second Setup?

Archive	Archive everything existing in a folder with a date!
Set up	Set up a Project List
Set up	Set up starting PARA folders
Create	Create your first Project folder

# PARA in ACTION

Real-World Examples



# Samantha

Career Changer  
Breaking into Tech



# Samantha's PARA



## PROJECTS

- Learn AI
- Apply for Promotion

## AREAS

- Leadership
- Networking
- Women In Tech

## RESOURCES

- Machine Learning



*Swarup*

**Started at a New Company,  
Has Active Family Concerns**

# Swarup's PARA



## PROJECTS

- Move to New City
- Find Assisted Living for Parents

## AREAS

- TECHSYS Inc.
- Parenting
- Elder Care

## RESOURCES

- Kid's Sports
- DevOps





Trevor

College Junior Just  
Getting Started

# Trevor's PARA



## PROJECTS

- Apply for Internships

## AREAS

- Major of Study
- Music

## RESOURCES

- Calculus
- Business



## Notebooks



Book No...

Config

Public S...

Tech Sk...

Thinki...

Journal

+



P...



Search Notebooks



&gt; Jeffrey @ Manifest Solutions Corp •

▼ My Notebook (Outpost516)

Quick Notes

&gt; 0 - Input, Processing

&gt; 1 - Projects

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Add Page



The 3 "T's" to Conq...

Succession Planning...

David Prepares Solo...





# James

**Seasoned Professional and Mentor  
Just Got Laid Off**

# James' PARA



## PROJECTS

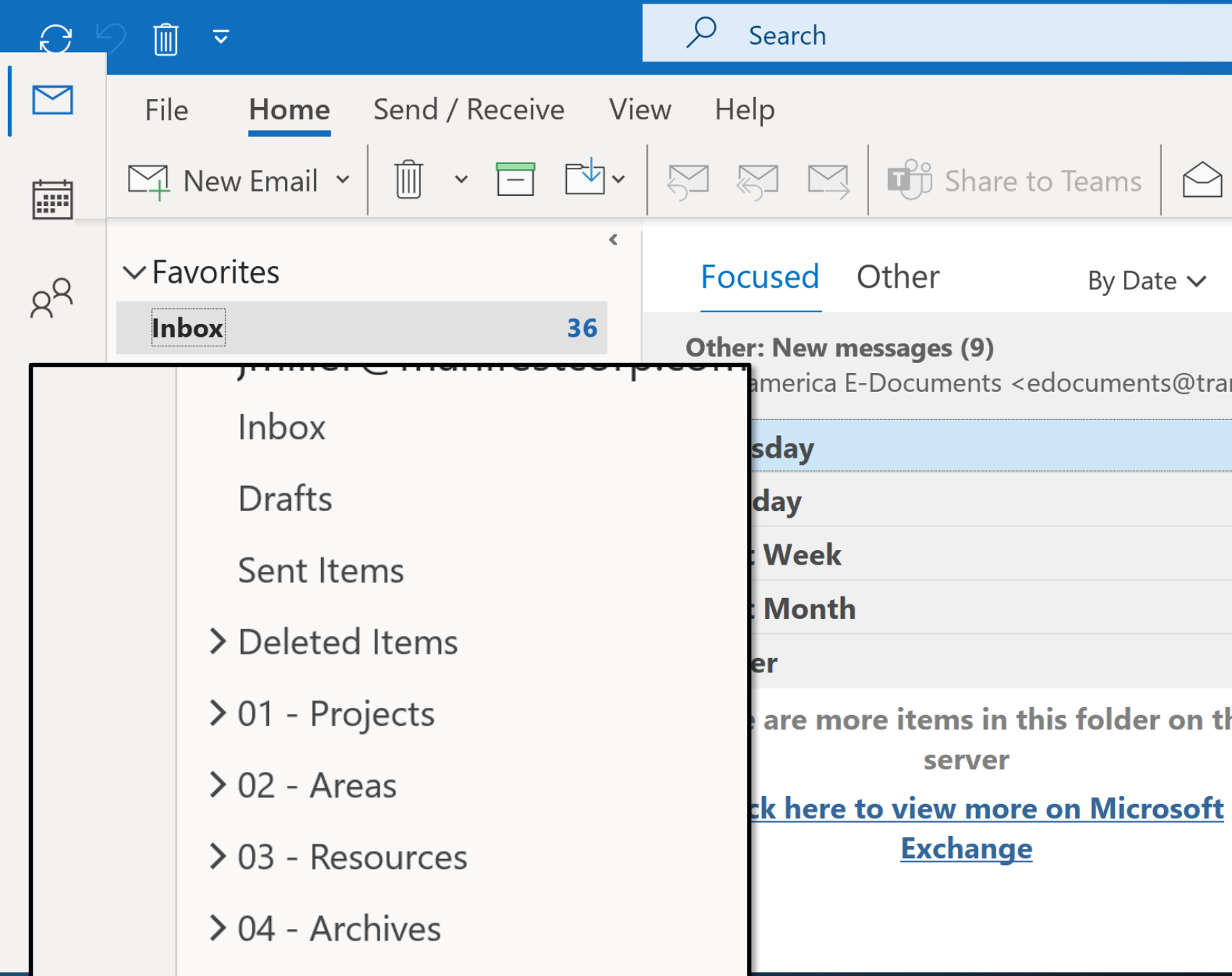
- Search for New Job

## AREAS

- Career Track
- Mentoring Program

## RESOURCES

- Vacation
- Retirement Plans



**PARA Works in Outlook too!**



# *DISTILL*

Boiling it down to basics

# Progressive Summarization

Enhanced Discoverability for your Future Self

## Progressive Summarization

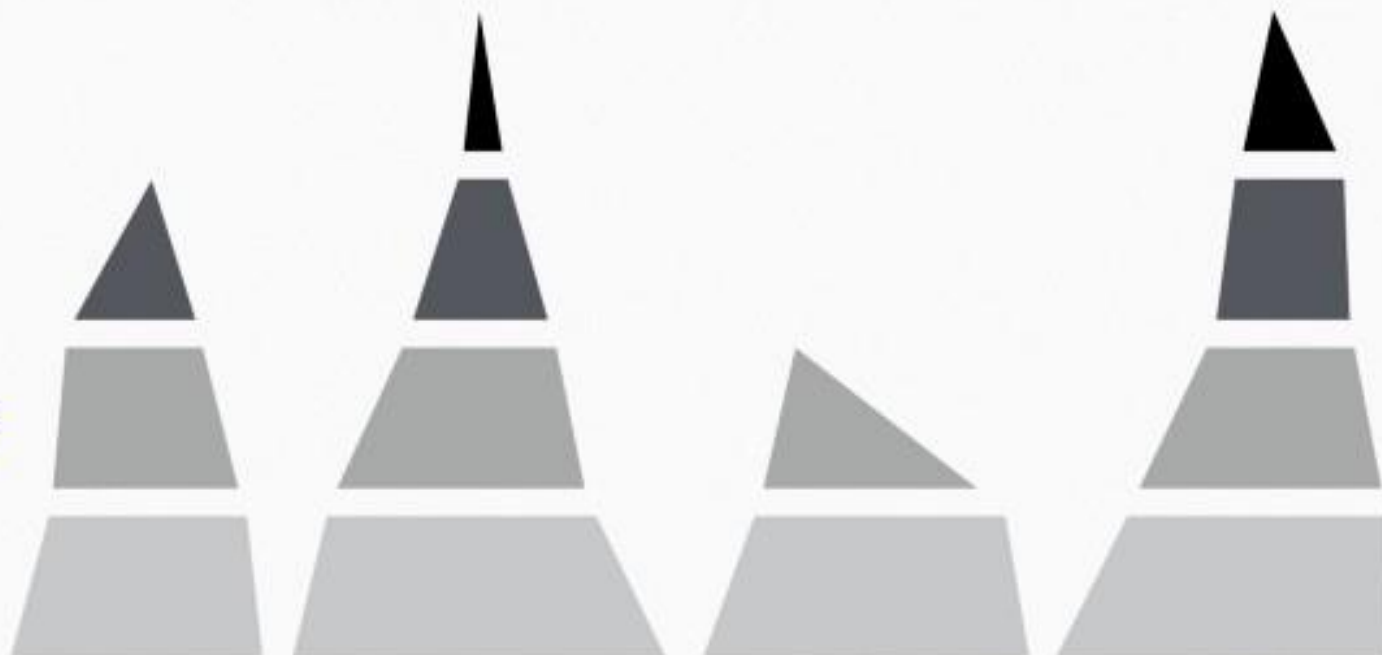
Layer 5: Remix

Layer 4: Mini-summary

Layer 3: Highlighted passages

Layer 2: Bold passages

Layer 1: Notes





EXPRESS

**Produce Your Best Work**

# Clarity Comes Through Expression

"You only know what you make"

WARNING:  
DON'T START WITH

~~Google~~



**Never Start From Scratch**

**Build from Your Prior Work**

# Intermediate Packets

LEGOs for Your Second Brain



# Intermediate Packets

- Distilled notes
- Outtakes
- Work-in-process
- Final deliverables
- Documents from others



# CONCLUSION

# What We've Covered

---

- Motivation – Why a Second Brain is a Valuable Tool
- Model – A Way to Organize for Actionability
- Mechanics – Tools and Tips for Capturing, Organizing, Distilling, and Expressing
- Value – Consistency Compounds over time
- Curiosity
- Clarity
- Confidence



So What's Next?

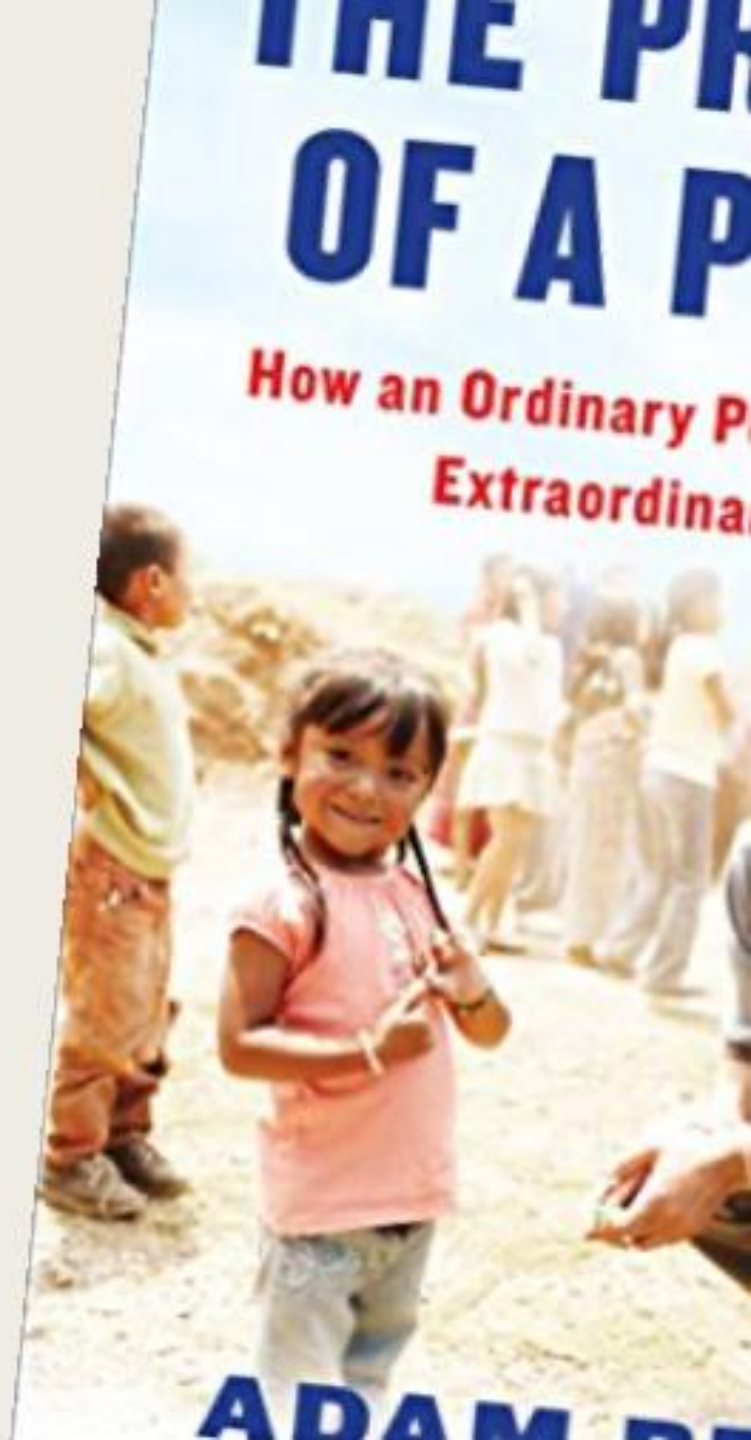


*Imagine!*

The biggest difference between the person who lives his or her dreams and the person who aspires is the decision to convert that first spark of motivation into immediate action.

The Promise of a Pencil

Adam Braun



# Build Your Second Brain Today!

1. Pick a Tool
2. Set up PARA
3. Commit for 30 Days
4. Share what you learn!

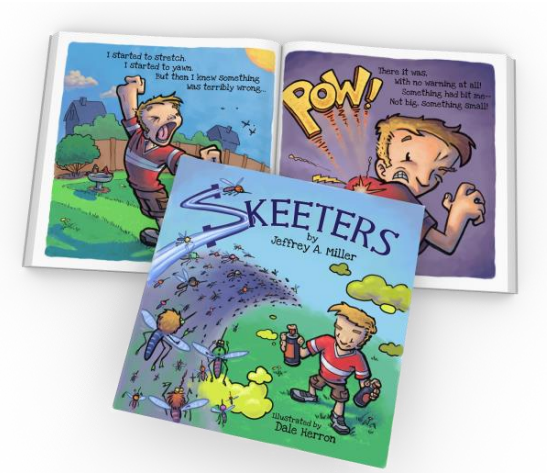


Let's Connect!

[@xagronaut](https://twitter.com/xagronaut)

[linkedin.com/in/jamiller](https://www.linkedin.com/in/jamiller)

[knowledgeplaybook.com](https://knowledgeplaybook.com)



[skeeterbooks.com](https://skeeterbooks.com)





# Resources

<https://knowledgeplaybook.com/add-a-second-brain/>

