

Building a Second Brain

by Tiago Forte

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰¹ **Create four PARA folders** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Set up Projects, Areas, Resources, and Archives in your notes app or file system. Keep the structure simple enough to use daily.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰² **Choose capture inboxes** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Decide where quick notes, articles, highlights, tasks, and ideas enter the system. Too many inboxes create hidden clutter.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰³ **Define active projects** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- List your current projects with finish lines. Move related notes into project folders so information sits near action.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰⁴ **Write a distillation rule** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Choose a simple rule for notes: bold the key line, write a summary, and add one use case. Make future retrieval easier.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰⁵ **Capture one useful fragment** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Save one idea today with context: source, why it matters, and where it might be used.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰⁶ **Distill one old note** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Open an existing note and reduce it to the few lines future-you would need to act on it.

MON TUE WED THU FRI SAT SUN

- ☐ ⁰⁷ **Move one note to action** ☐ ☐ ☐ ☐ ☐ ☐ ☐
- Use a saved note in a project, message, decision, outline, or plan. Expression keeps the system alive.