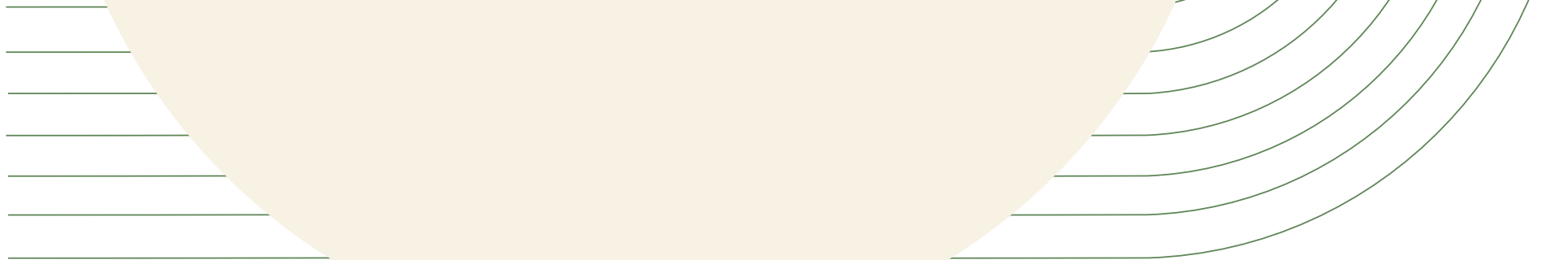


B·A·S·B

The Official Second Brain

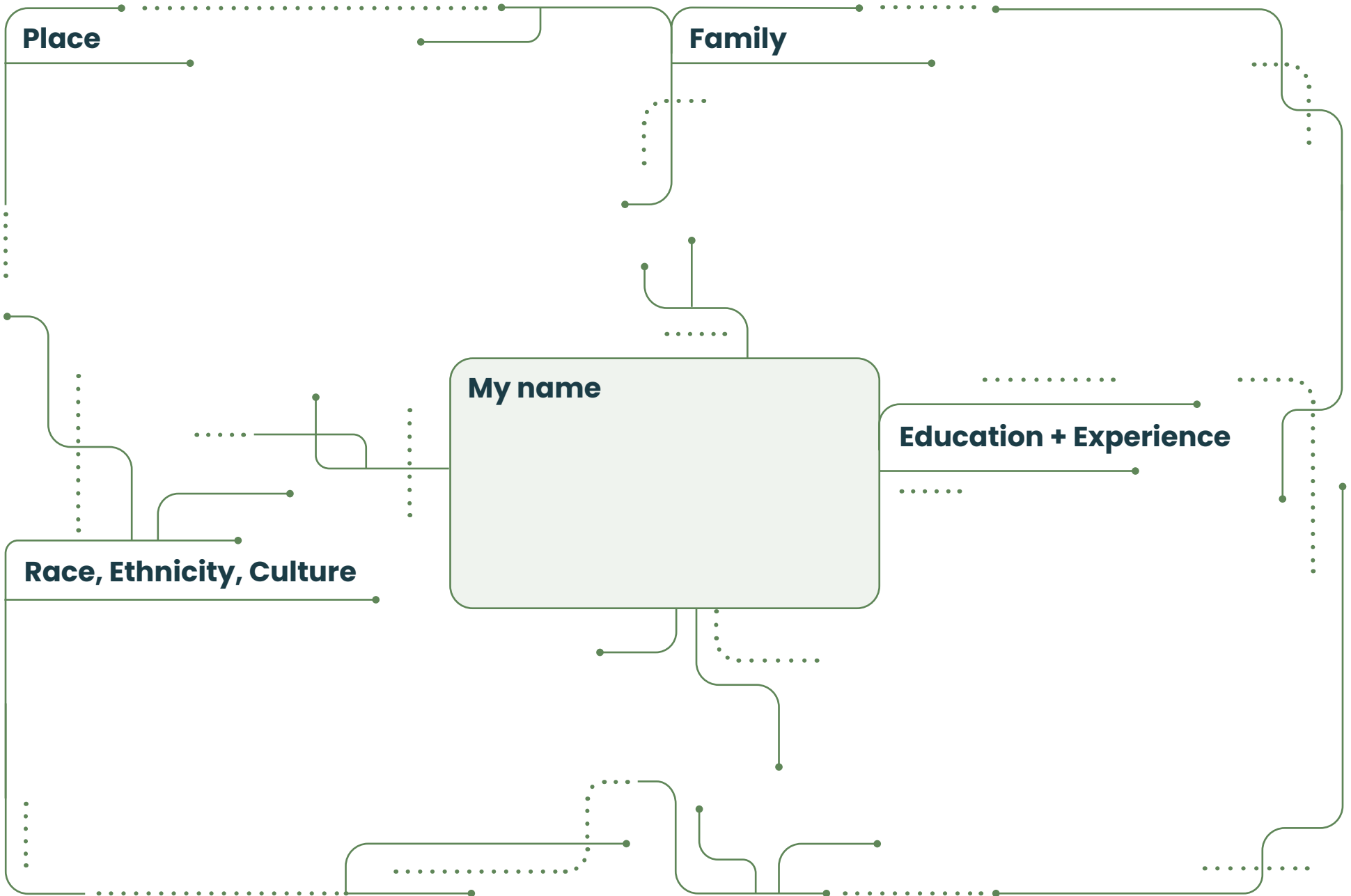
Workbook

Version 1.0



Your perspective is unique—but do you know why? Below, brainstorm key aspects of your background. Prioritize quantity over quality. How do you think your background can shape your current and future perspective?

My perspective map



CAPTURE

My 12 favorite questions

List the questions that you most love to think about and ones that frequently turn up in your life. Phrase these problems as open-ended questions that could have multiple possible answers, not just one.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Information (and inspiration!) is everywhere. This list includes common kinds of content that you may wish to save. What other forms of content might you capture for your projects?

My information diet

- Book notes
- Excerpts from online articles
- Quotes
- Notes from audiobooks or podcasts
- Screenshots and web bookmarks
- Voice memos
- Photos, graphics, and diagrams
- PDFs
- Infographics and blog posts
- Outlines and summaries
- Notes from conferences or events
- Interview or FAQs
- Templates and checklists
- Notes from webinars or online courses
- Brainstorms and mindmaps
- Slide presentations
- Notebook sketches
- Journal or diary entries
- Marketing and business ideas
- Email newsletters
- Travel ideas and plans
- Notes from classes and workshops
- Reading list (or an Already Read list)
- Meeting notes and recordings
- Project planning notes
- Work samples and portfolio
- Goals and dreams
- Productivity/health tips
- User manuals/guides
- Writing ideas/prompts
- _____
- _____
- _____
- _____

PARA cheat sheet (cont'd)

More actionable ← → Less actionable



Projects

Things I'm actively working on

EXAMPLES:

- Product launch
- Birthday party
- Sales presentation
- Marathon training

Areas

My roles and responsibilities

EXAMPLES:

- Productivity
- Health
- Travel
- Finances

Resources

Things I'm interested in

EXAMPLES:

- Science fiction
- Recipes
- Gardening
- Slide templates

Archives

Completed or inactive things

EXAMPLES:

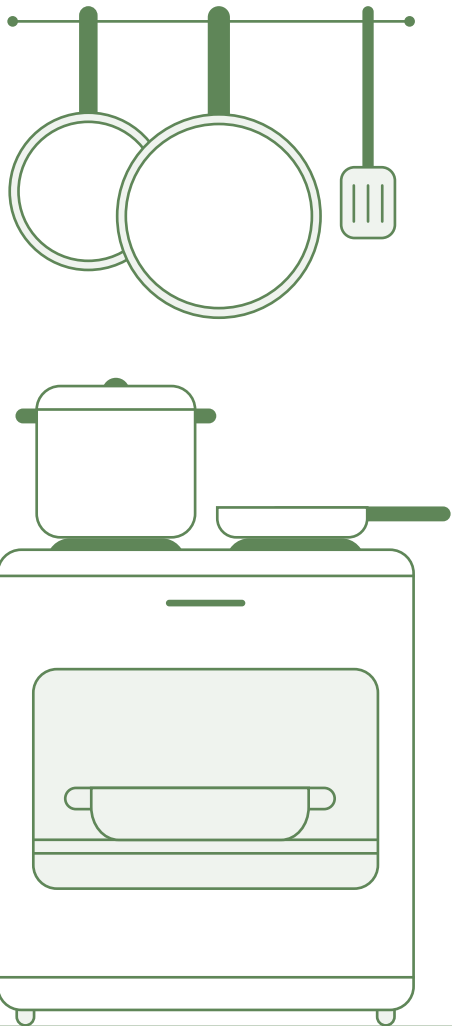
- Completed event
- Inactive side project
- Last year's marathon
- Past client project

My PARA kitchen

What are you actively working on right now, and what is available for you to use when needed? Stock up your PARA kitchen with the information you want to keep in your Second Brain, organized by actionability.

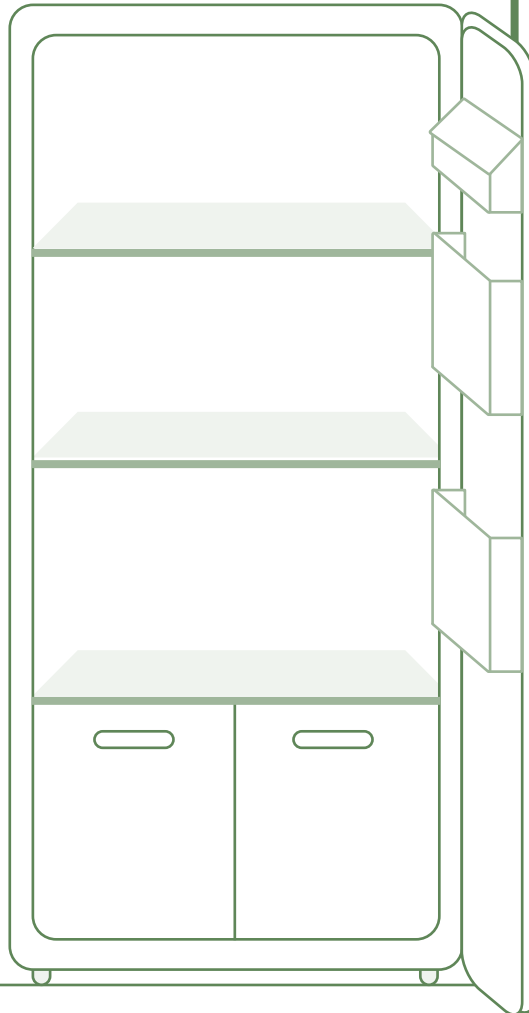
Projects

What I'm working on right now



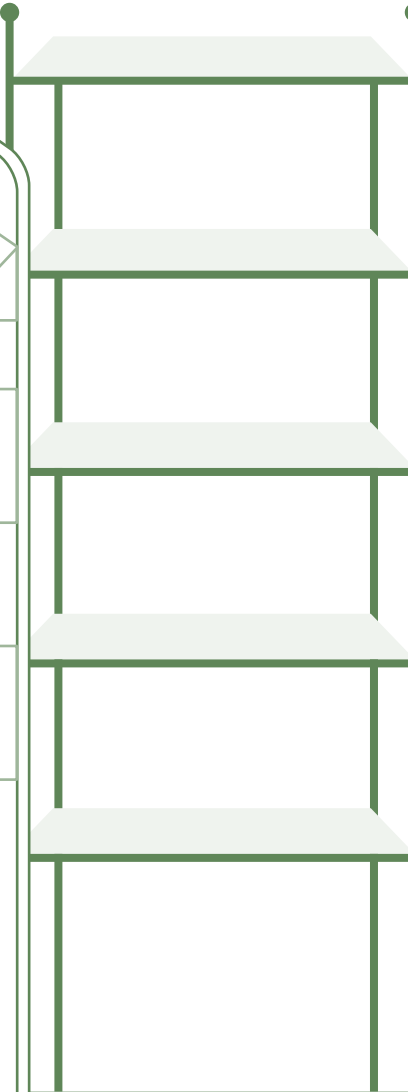
Areas

What I'm committed to over time



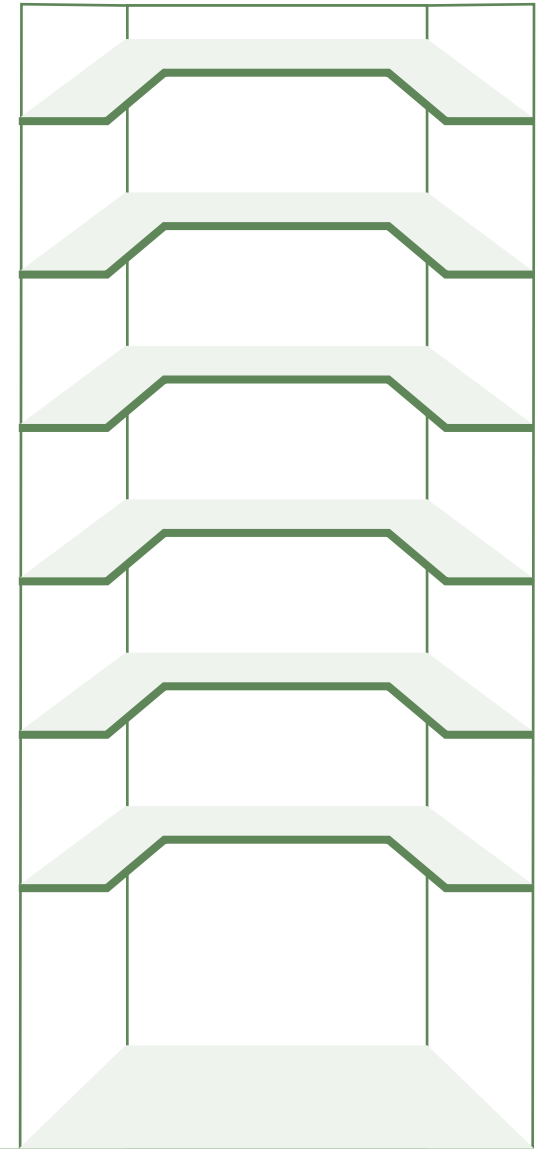
Resources

Things I want to reference in the future



Archives

Things I've completed or put on hold



Progressive summarization cheat sheet

Here is an example of progressive summarization applied to a note.

Notice how each layer helps to structure the note for more efficient use.

How the Brain Stops Time

Summary

- Time dilation is the feeling that time is slowing down
- It is often experienced during moments of intense fear
- In an experiment, subjects experienced time moving 36% slower in a state of fear, compared to watching others' experience
- Further experiments showed that time dilation allows us to remember our experiences better

How the Brain Stops Time

One of the strangest side effects of intense fear is **time dilation, the apparent slowing down of time**...survivors of life-and-death situations often report that things seem to take longer to happen, objects fall more slowly, and they're capable of complex thoughts in what would normally be the blink of an eye.

Eagleman asked subjects who'd already taken the plunge to estimate how long it took them to fall, using a stopwatch to tick off what they felt to be an equivalent amount of time. Then he asked them to watch someone else fall and then estimate the elapsed time for their plunge in the same way. **On average, participants felt that their own experience had taken 36 percent longer.** Time dilation was in effect.

That means that fear does not actually speed up our rate of perception or mental processing. **Instead, it allows us to remember what we do experience in greater detail.** Since our perception of time is based on the number of things we remember, fearful experiences thus seem to unfold more slowly.

[Source link](#)

Layer 4

Executive summary

Layer 3

Highlighted passages

Layer 2

Bolded passages

Layer 1

The original captured note (excerpts from a source or thoughts you write down)

Share your work!

Tag **#BASB** on **Twitter, Instagram, and LinkedIn**

