

# 443: Rein in Your To-Do List

## 10 Point Checklist

**Tiago Forte**

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a 10 point checklist that gives the next, real steps you can take for introducing these insights and optimizing your life.

*Get* **YOURSELF OPTIMIZED**

HOSTED BY **STEPHAN SPENCER**



**“The PARA method is a game-changing solution to not only organize and declutter your digital content, but to expand your creative output.”**

**TIAGO FORTE**

# 10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?  
Here are 10 steps that can move you closer to your goals – today.**

- Implement the PARA method for my content. Organize my digital content into four categories: projects, areas, resources, and archives.
- Clear my digital clutter, like desktops, browser tabs, email inboxes, and document folders to lower stress and enhance clarity in my digital environment.
- Apply the CODE framework (Capture, Organize, Distill, Express) to streamline my creative processes. Remember that creativity involves intuitive decision-making at each stage.
- Express my creativity by translating distilled ideas into tangible results. Utilize my creative process to effectively communicate and produce desired outcomes.
- Cultivate a curious attitude toward life. Formulate open-ended questions that begin with "how" or "what" to explore different life possibilities.
- Explore my team dynamics and adapt to non-growth environments. Diversify and pivot strategically based on market shifts.
- View lower sales or challenging situations as opportunities for my growth. Question the purpose and potential benefits of my current challenges.
- Embrace tasks as anti-entropy, systematic processes. This helps me to create pockets of order in my universe. View every experience as a potential miracle or sign.
- Engage in regular meditation and consider it a non-negotiable practice for my survival. Make intentional decisions in my everyday activities to discover profound insights.
- Enhance my productivity and delve into the teachings of Tiago Forte by visiting his website, [buildingasecondbrain.com](https://buildingasecondbrain.com).

To view the transcript, resource links and listen to the podcast, visit:

<https://www.getyourselfoptimized.com/rein-in-your-to-do-list-with-tiago-forte/>