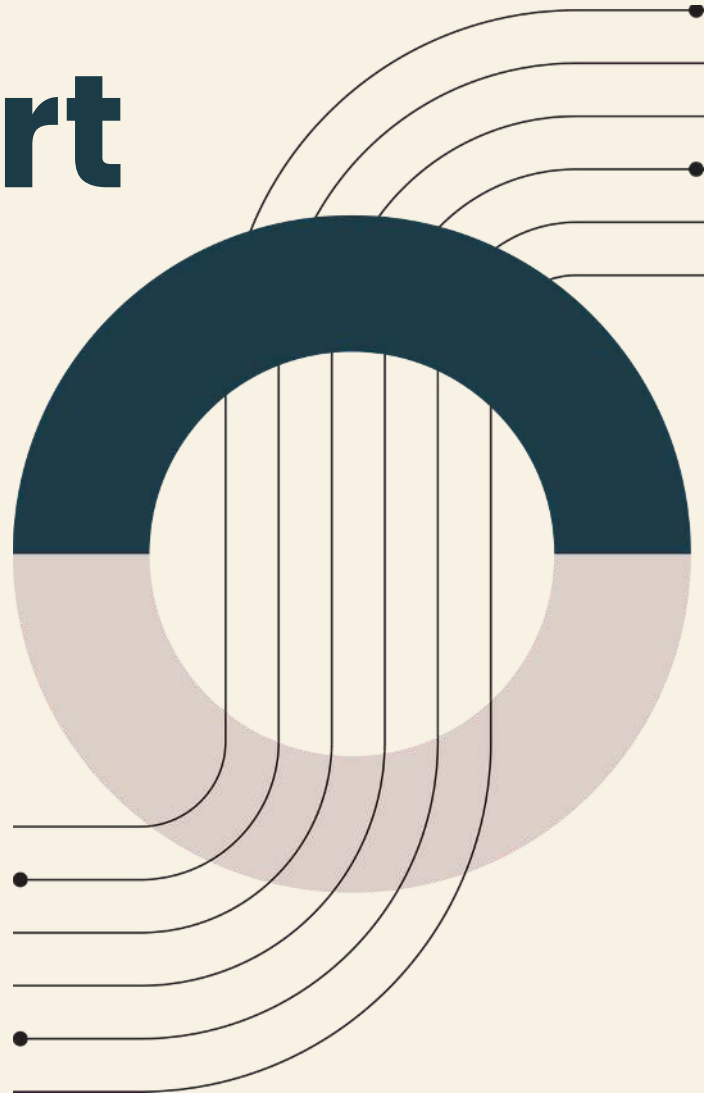




Capture Quickstart Guide





Capture In One Location

You're already doing the work of learning, note taking, consuming articles and podcasts, and experiencing life. Now, you just need to keep it in a single, centralized place.

Digital note-taking app like Evernote, Microsoft OneNote, Bear, or Notion, facilitate capturing small "snippets" of text, and can also store hyperlinks, images, webpages, screenshots, PDFs, and other attachments. You can also have them save and sync permanently across all of your devices.

By keeping a diverse collection of information in one centralized place, it is free to intermix and intermingle, helping us see unexpected connections and patterns in our thinking. This also gives us one place to look when we need creative raw material, supporting research, or a shot of inspiration.

Before moving forward, decide what your one location will be. It doesn't have to be perfect.

Capture Like A Curator

It is tempting to turn on our mobile device or computer and immediately become immersed in the flow of juicy information we are presented with. Much of this information is useful and interesting – articles written by experts that could make us more productive, tips on exercise or nutrition, or fascinating stories from around the world. But unless we make conscious, strategic decisions about what we consume, we'll always be at the mercy of what others want us to see.

Instead, adopt the mindset of a curator – objective, opinionated, and reflective. As you come across social media updates, online articles, and podcasts throughout your day, instead of diving in immediately, save them for future consideration. As you begin to collect content, you'll be able to choose which sources to consume in a deliberate way.



Capture What Resonates

The world of “organization” and “productivity” often brings to mind an analytical way of thinking. But analysis is time-consuming and tiring. In deciding which passages, images, theories, or quotes to keep, don’t make it a highly intellectual, analytical decision.

Instead, your rule of thumb should be to save anything that “resonates” with you on an intuitive level.

This is often because it connects to something you care about, wonder about, or find inherently intriguing.

By training ourselves to notice when something resonates with us at a deeper level, we improve not only our ability to see opportunities, but also our understanding of ourselves and how we work.

Just like Marie Kondo doesn’t ask you to get rid of things, she asks you to keep what brings you joy — our method doesn’t require you to capture everything you experience, only what resonates with you.

So you can focus on what will uniquely serve you.