How to Organize & Remember Everything

By: Matt Bodnar
Thank You

for downloading our awesome tool kit on making better decisions. Here at the Science of Success we focus on ways to make you smarter, improve your decision-making, understand your mind and how psychology rules the world around you, and learn from experts and thought leaders about ways we can become better versions of ourselves.

If you want to learn more, visit our website here

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We hope you enjoy this amazing tool kit to making better decisions!
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Game Plan
(What we’ll be talking about)

• How to organize knowledge
• The sources of information
• Tools for capturing and cataloging
• Systems for recall and internalization
“One bit of advice: it is important to view knowledge as sort of a semantic tree — make sure you understand the fundamental principles, ie the trunk and big branches, before you get into the leaves / details or there is nothing for them to hang on to.” — Elon Musk
“What is elementary, worldly wisdom?

Well, the first rule is that you can’t really know anything if you just remember isolated facts and try and bang ’em back. If the facts don’t hang together on a latticework of theory, you don’t have them in a usable form.

You’ve got to have models in your head. And you’ve got to array your experience—both vicarious and direct—on this latticework of models.

You may have noticed students who just try to remember and pound back what is remembered.

Well, they fail in school and in life. You’ve got to hang experience on a latticework of models in your head.”

CHARLIE MUNGER
How do you Organize Knowledge?

- You have to organize knowledge in a coherent and structured way.
- You must start with the “big ideas” that govern reality and then build on them.
- Build upon the big ideas and layer in more specific information.
- Have a system that lets you “externalize” this information and recall it.
Sources of Information

Think about the current sources of information in your life and examine all the different information flows

- Web Article & Stories
- Research Papers
- Books
- Videos
- etc

Organized System of Knowledge
Tools to Capture & Catalogue

You need a system to capture information as it comes in, and then organize it in a way that makes sense and that you can access when you are ready for learning.

- pocket
- Evernote
- Dropbox
The key idea of using Pocket is that Pocket lets you SAVE articles, videos, and more in an app and then read them later.

Often, when you discover a piece of great content, you don’t have time right that minute to read it, so by using a tool like Pocket you are able to save the content, and when you have time (either scheduled learning time, or down time like waiting in line) you can read through all the content you’ve saved.

Pocket is also awesome because it lets you tag articles, and archive them – so you have all the articles you’ve read, organized by topic, and stored in the Pocket app for easy retrieval.

Get Pocket!
If you read a book, and 3 months later you can’t recall anything from it, does it matter if you read it at all?

You need an organized method for collecting the key ideas from a book and being able to remember them in a simple and easy way.

**Step One** – Underline and highlight books as you read them.

**Step Two** – Take notes in the margin and the front / back of the book so you can mark out key passages that are important to you.

**Step Three** – Summarize those key notes into a PDF, Evernote Note, or Mindmap (we will explain both of those later) that you can reference to quickly recall the “key lessons” of the book in the future.
Book Notes &

Evernote is one of the most powerful tools you can use to organize your entire life.

- I recommend it for creating notes about books, ideas, articles, videos, concepts etc and organizing them in simple notebooks.
- Evernote is cloud based, totally searchable, accessible on any device, and easy to use. I run my entire life off of Evernote.
- You can see the book note examples earlier were stored in Evernote, and its an incredible tool for organizing and storing all of your knowledge.

Get Evernote!
Dropbox is a great and easy to use cloud tool to store all kinds of videos, PDF files, documents, etc.

I recommend using something like DropBox so that you can easily access it from anywhere and its stored in the cloud. I stores lots of PDFs, images, research reports and more in a big folder called “Learning” that I keep on DropBox and review systematically.

Get Dropbox!
So now that we’ve looked at a lot of the tools – lets look at some of the ways to use those tools, in a simple and systematic way, to make yourself smarter, and “remember everything.”

Scheduling & Review

Forgetting Curve

![Forgetting Curve Graph]

Mind Maps

![Mind Map Image]
Scheduling & Review

Scheduling a regular time, even 30 minutes per week, to review old book notes, themes, concepts, and ideas can really help reinforce these concepts.

Your brain has what is called a “forgetting curve” and you will forget things in a predictable pattern.

Here’s a great article about the concept.

You can also use this “forgetting curve” to review things “just in time” in order to never forget them!

Pick a time, and routinely go back through and review what you’ve previously learned on a regular schedule.

Here’s an amazing true story about a very serious system for never forgetting anything.

SuperMemo is also a great tool for trying something like that.
Mind Maps

Mind Maps are also an incredibly useful tool, especially for visual thinkers, to organize ideas in a way that your brain can better understand them.

• Mindmaps speak the language of your brain and help organize and connect ideas in a fluid and easy to grasp way – making them ideal for capturing key ideas and easily recalling them.

• Mindmaps can be created by hand (like the samples on the next page) or using a tool like Coggle.it

Here is a great blog post on how to get started with Mind Mapping.

• You can also store your mindmaps easily in Evernote or DropBox for quick recall.
Sample Mind Maps
Thank You!

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