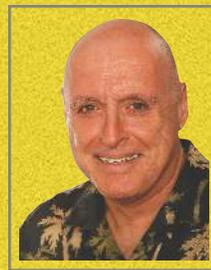


# THE EXTRA POINT

BY JERRY ROBERTS



## # 887 Can You Score with the P.A.R.E. System?

If you're like most people, you probably have your digital life scattered all over the place. Lots of stuff in email, lots in a note-taking app like Evernote, and even more stuff on your hard drive. There might even be an external hard drive for backup. You kinda, sorta know where things are, and you kinda, sorta don't. I'm Jerry Roberts and today, I'll introduce you to a possible new system of organization that may become a real friend. It's called the P.A.R.E. system, and it's coming next, on The Extra Point.

Stuff here, stuff there, stuff everywhere. That's the organizational condition for most people. We need a better way, a friendlier way, and the P.A.R.E. system may be it.

I read an article which described a method designed by a guy named Tiago Forte, a productivity expert and the founder of something called Building A Second Brain — which is about helping us get the most out of our digital life.

I made some minimal alterations, and you can download Extra Point # 887 at [guamtraining.com](http://guamtraining.com), if you want to grab it. Here we go, the P.A.R.E. system.

1. The "P" stands for projects. These are the jobs we take on that have deadlines, professional or personal. It could be a product launch, or a new program to roll out to members, or running your first 10K race.

Everything tied to this particular pursuit goes into the folder under Projects. Presentations, meeting notes, videos, pictures, invoices, everything. If you want, you can put in subfolders to separate all those items for easier viewing and access.

All your active projects are in this same folder. You should be spending most of your time here, as you knock out these projects, one by

one. As you complete a project, you transfer that folder to "E," for expired. Except, if there is anything that will be useful to a future project can be moved to...

2. The "A," which stands for Areas. This one is also based on projects or categories without deadlines, or waiting for deadlines to be assigned. A coming work event, buying a house, family health, etc.

You never complete an item in Areas. When you set up the official project, you go back to P, create the project, and transfer items into it that you'll need.

3. Resources. Whatever you come across that you think you might have need for in a future project, you put here until it's needed. I know what you're thinking, this is the junk drawer.

Not unless you make it so. Again, you create subfolders for videos, pictures, articles, notes, and so on. When you start a project, with or without a deadline, you can transfer these resources into the appropriate area.

4. As we mentioned, the "E" for expired, this is the archive for completed projects.

On its own, this method of filing won't make a difference, as it doesn't address what we accumulate in applications like email, storage apps like Dropbox, and note-taking apps like Evernote. So, here's what ties it together. You set each of those platforms up the exact same way — Projects, Areas, Resources, and Expired.

Yes, you'll have to stay on top of this and move things around, but then again, you'll always know where things are. That's a pretty good trade-off.

(Con't.)

One more thing that I believe will make the difference between success and failure, is the use of tags. Most software allows us to add a few words to describe an item. These are called keywords, and allow me to search things up in different ways.

Example. Let's say I'm thinking of doing a story on staff meetings. If I've tagged every image of people in an office setting with keywords like "office group" and "meetings", I can instantly call those up, regardless of which folder they may be in.

It's projects, areas, resources, and work that has expired — the P.A.R.E. system. It just might be the organizational and productivity friend you need to get your digital life in order.

That's The Extra Point. Be responsible and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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