

# 184: The Secret Weapon of the Highly Productive

## 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**

A portrait of Tiago Forte, a man with dark hair, smiling and wearing a dark suit jacket. The background is a blurred outdoor setting with green foliage and purple flowers.

**"The trajectories of our lives are influenced by the little moments where we make decisions to either create value or to just pass the time."**

**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.**

- Revisit episodes about [Productivity](#) and find useful techniques and tips from leading experts like Tim Ferriss, Chris Bailey, Todd Herman, Nick Sonnenberg, Mike Vardy, and Ari Meisel.
- Research on different note-taking apps and use the one that is suitable and works best for me. Tiago recommends Evernote. Other apps available are Microsoft OneNote, Notion, Bear, Notability, and Agenda.
- Identify the actionable and non-actionable or reference information so that I can easily determine whether to put in a task management app or a note taking app. Stitch my actionable and reference systems together by linking together the apps I used.
- Check out Tiago's Get Stuff Done Like A Boss and learn and apply the GTD method.
- Develop a productive habit that's systematic, instead of just doing random administrative tasks. Create a checklist that I can follow throughout the day.
- Practice writing down all of my ideas and actions. My brain is not a warehouse. It's a factory. In this way, I can remember and absorb them better.
- Have a mindset shift. Allow myself to dream and to consider that no one is keeping me where I am except myself. Instead of waiting for external circumstances, act and practice a new habit as if I've already reached my goals.
- Always prioritize my goals. Resolve it first before dealing with any secondary matters.
- Learn how I can build and leverage a second brain by going to [BuildingASecondBrain.com](#).
- Visit ForteLabs.co and get access to Tiago's wealth of information on productivity using technology and design.

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

<https://www.getyourselfoptimized.com/secret-weapon-of-the-highly-productive-with-tiago-forte/>