

Helpsheet: The Second Brain



What Is a Second Brain?

A second brain is a personal system designed to capture, organise, and store your thoughts, ideas, and information in a central location. It's not a physical organ! It's a digital or physical tool that helps offload mental clutter and enhance productivity.

Examples include:

- Digital tools: Apps like Outlook, Notion, Evernote, or Obsidian.
- Physical systems: Journals, calendars or notebooks.

Why Have a Second Brain?

For people with ADHD, a second brain can be especially beneficial:

- Compensate for Memory Challenges: Capture thoughts before they're forgotten.
- Improve Focus: Reduce distractions by externalising ideas and tasks.
- Increase Structure: Create a reliable system to stay on track.
- Lower Anxiety: Feel more in control by having a central place for everything.
- Reduce Overwhelm: Offload information to free up mental space.
- Stay Organised: Keep thoughts, plans, and ideas in one place.
- Boost Productivity: Spend less time searching for information and more time taking action.
- Enhance Creativity: Spot connections between ideas when accessible.
- Improve Memory: Record important details so nothing is forgotten.

How to Use a Second Brain

- Capture Information: Record notes, ideas, tasks, or anything you want to remember using apps or notebooks.
- Organise: Create categories or folders for easy navigation (e.g., Work, Personal, Ideas). Tag and label for quick retrieval.
- Review and Reflect: Regularly check your second brain to review what you've captured and plan your next steps.
- Take Action: Turn notes into actionable steps or reference them for decision-making.

Examples of What to Store

- Work Tasks: Deadlines, project notes, meeting insights.
- Personal Goals: Fitness plans, hobby ideas, life aspirations.
- Creative Ideas: Writing prompts, art concepts, business strategies.
- Learning: Course notes, book highlights, insightful quotes.
- Reference Materials: Checklists, recipes, how-to guides.

Choose a tool or system that suits your style. Start small by capturing a few thoughts or tasks and gradually build a resource you can rely on to support your life and work.