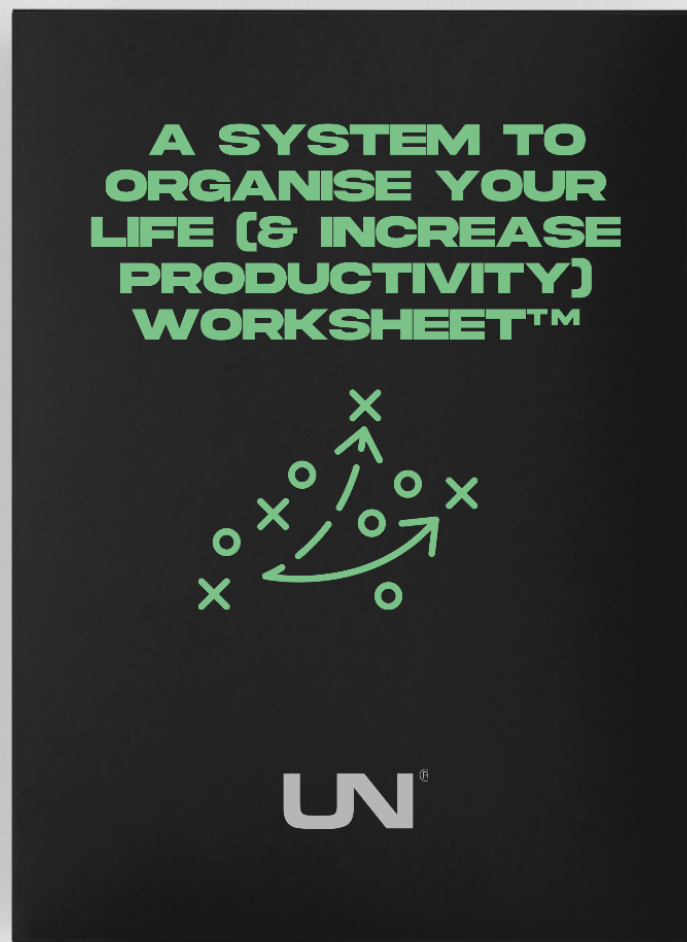




A structure for your work and life.

Organising where you'll focus your
time & energy (aligned to your goals).

A System To Organise Your Life (&Optimise Productivity) Worksheet™ UNBOUND

The PARA system was originally developed by a leading productivity expert (Tiago Forte). It's a system thousands of high performers have used for organising their entire digital life. It can be set up in 15mins, with minimal effort and can save time and increase focus and productivity.

Every file, note, and document can be organised into one of 4 buckets (PARA):

Projects: things you're actively working on - have goals and a completion date (e.g. event planning, offer launch, sales pitch);

Areas: ongoing roles and responsibilities - biz and personal (e.g. leadership, health, fitness, finances, travel);

Resources: areas of interest, research, tools (e.g. notes from Unbound sessions, worksheets, workout plan);

Archives: completed or inactive things (e.g. last years training plan, past client project, company financials).

How to use this Worksheet: type this up on a separate document (or grab a pen & paper if you wish) + answer the Q's below.

THE BENEFITS OF THE PARA SYSTEM

Life is complex, which is why we need a simple system to organise lots of information and access it quickly.

PARA is an organisation system that tells you *exactly* where to put every document, file, note, agenda, outline, and bit of research. Find it quickly when you need it, and know exactly how much work you have on your plate (which can help reduce feelings of overwhelm associated with disorganisation).

PARA is more than just a system for tidying digital folders to put things in. It's about structuring your work and life, aligning your focus, time and energy on the things you want to get done, what you want to change and the goals you want to achieve.

HOW TO SETUP THE PARA SYSTEM

You can set up PARA folders in any of the places where you store digital information (e.g. on your computers files, Notion, Google Drive, notes on your phone).

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How to organise your files, documents, slides, etc:

Projects:

Create sub folders for: short term things you're working on (biz or personal) right now

Examples: hire a VA, create an attention asset, train for hiking the 3 peaks, learn a language

What it is not: ongoing tasks without a completion date (e.g. marketing, or finances aren't a specific project)

Areas:

Create subfolders for: long-term responsibilities you want to manage over time (with no end date)

Examples: people management (reviews, 121's etc), productivity, travel, stuff for the kids/hobbies

Resources:

Create sub folders for: areas of learning, personal development, research, knowledge

Examples: competitor research, dream 50 client list, SOP's, guides

Archives:

Create sub folders for: inactive items, things that don't fall into the other 3 categories

Examples: completed projects, inactive clients, old lead magnet

TIPS FOR OPTIMISES YOUR PARA SYSTEM (AND YOUR PRODUCTIVITY)

PARA is a way to add just enough order to give you the clarity to move forward - without wasting time on complex systems.

Some tips to get the most from it:

- Your Projects folder should be your key areas of focus.
- If you're feeling overwhelmed: review your projects folder. Check everything in there is related to a specific project. What can you get off your plate (outsource, delegate)? Who can support you?
- Don't add empty folders before you have anything to put in it
- Make it searchable: so when you're looking for a document or piece of info you can find it faster than scrolling through folders

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- Don't overthink it or try to make it perfect. It's meant to be dynamic. Move sub folders between the PARA folders whenever you need to.
- Some items might need to go in a couple of places - that's fine, don't try and make it perfect.
- If you're feeling really overwhelmed - move everything into Archive and start again. Redo your priorities.

WHAT ARE YOUR KEY TAKEAWAYS / ACTIONS - BY WHEN?