

The Digital Productivity Pyramid

By Tiago Forte

reference
actionable

Time management
(meetings, appts, calls)

Knowledge management
(notes, knowledge, content, ideas)

Just-in-Time
Project
Management

Project management
(creative endeavors)

Progressive
Summarization

P.A.R.A.

Intermediate
patches

Perspective Era (2024-7)

Capture
habit

Next
Physical
Action

Project
list

Weekly
Review

Contexts/
priorities

Task management
(tasks, to-dos, projects)

Attention Era (2007-2023)

Email

Calendar

Task
manager

Notes
app

Read-later
app

Time Era (1946-2006)

basic computer usage
web browsing
basic email usage

keyboard shortcuts
digital calendars
scheduling apps

bookmarking
inbox zero
password mgmt

speed reading
time-tracking
text expanders

Digital
literacy

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Zia Qureshi, Cheonsik Woo



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