theairosproject · RESOURCE 04 · 2026

Organize your digital *work.*

EN edition
Free · 2026

A simple system that survives your bad days.

Elaborate systems fail. *Simple ones survive.* This is the simplest one I know.

THREE LEVELS

FOR PROFESSIONALS WHO EXECUTE

A simple system *always beats* a perfect one.

Every idea, task, file, and email that lands in your day needs a place to land. If your brain holds that list, your brain stops thinking. What you need is a predictable flow: capture what comes in, decide where it lives, and execute what matters.

Most productivity guides fail in the same way: they sell you an elegant architecture you abandon in two weeks because maintaining it costs more than the problem it solves. This is not that guide. Three levels. Four folders. One inbox.

> PRINCIPLE
> Every piece of information has exactly one home. If a task lives in your task manager, do not duplicate it in notes. If a document lives in the cloud, your notes only hold the link.

The four mistakes that wreck any system

1

Too many inboxes

Notes on your phone, unread emails, saved messages, sticky notes. If you have more than one inbox, none of them work. Pick one and learn to trust it.

2 Confusing capture with organizing

Capture is fast and unfiltered. Organizing is slow and demands decisions. Doing them together blocks you: you capture badly because you hesitate, or you stop organizing because deciding wears you out.

3 Folders that grow without logic

Every new project adds three folders, every client two more, and in six months you cannot remember where anything is. The structure must exist before you need it.

4 A system without ritual

The best-designed system in the world degrades if you do not maintain it. Without ten minutes in the morning and thirty on Friday, everything else is theater.

Capture. *Organize.* Execute.

Everything digital passes through three levels. Most people only do the first. The third is where real work shows up.

01

Capture — fast and unfiltered.

One inbox. Phone always with you. Anything that crosses your mind during the day lands there, no decisions about importance. That decision comes later.

02

Organize — once a day, with discipline.

In the morning, you empty the inbox. Each item: do it (if it takes under two minutes), schedule it, delegate it, archive it, or delete it. No backlog. Do not reopen it every hour.

03

Execute — three priorities, no more.

Three important things a day. Protected time blocks on your calendar. If it is not scheduled, it will not happen. Fifteen wins a week, sixty a month. That is real progress.

Three tools, *two rituals.*

Any tool works if you use it with discipline. These three fill the three levels. Swap them if you like; respect the roles.

01 **One capture inbox.** Phone notes work. Todoist works. What matters is that there is one, it travels with you, and you empty it once a day.

02 **One time map.** A single calendar: meetings, deep work blocks, deadlines. If something needs a "when," it lives here. Everything else lives in the inbox.

03 **One knowledge base.** Notion, Obsidian, or a well-organized Drive. Documents, long notes, references live here. Not tasks. Not events.

The daily ritual and the weekly one.

EVERY MORNING · 10 MINUTES	EVERY FRIDAY · 30 MINUTES
Empty the inbox	**Empty all inboxes**
Confirm the calendar	**Review the week's tasks**
Choose three priorities	**Update active projects**
Protect two focus blocks	**Anticipate next week**

CLOSING RULE

If you cannot find a file in under thirty seconds, it is not your memory that is failing. It is your system.

FOR THIS WEEK

Three concrete *moves.*

01 **Pick your single inbox.** Decide today which of your apps becomes capture. Stop using the others as inboxes. Just one.

02 **Create the four folders.** Projects, Areas, Resources, Archive. They are Tiago Forte's PARA method; the two-minute rule comes from David Allen's GTD. Both are simplified here so they survive a bad day. Move five recent files to their right place. Nothing more today.

03 **Schedule tomorrow's ritual.** Set an alarm for ten minutes before you start work tomorrow. Empty the inbox. Choose three priorities. Repeat every day for one week.

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