KNOWLEDGE CHEAT SHEET

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This guide summarizes my best tips and tricks for both learning and retaining new information. If you can't digest information fast enough, you'll be left behind. Equally important is having ways to retain and understand the information you're taking in. Leverage these tips and tricks to radically improve your ability to **learn this year!**

PARSING

What matters, and how do you know?

Twitter is a great tool, but finding good information above the noise is hard. Leverage these tricks, by typing the following commands into the search box:

1. Find tweets with most likes:

   from: **account** min_faves: **X**

2. Find tweets with most retweets:

   from: **account** min_retweets: **X**

- Additionally, you can subscribe to lists. To do so, enter the profile's URL, followed by /lists into your browser's bar.
- For example: https://twitter.com/trainedwright/lists
- This will show you all lists of accounts they have created. This is a great way to find useful people followed by accounts you respect in specific categories.

INGESTING

Once you know what to learn, how do you do it faster?

Speed Reading

Speed reading is a helpful tool, and these basic tips will get you started:

1. Scan sections with your eyes instead of reading word by word.
2. Use your finger to trace where you're reading to help focus your eyes.
3. Stay towards the center of the page, lightly shifting your gaze left to right as you read.
4. Take big visual "bites" and stop sounding out words as you read.

Podcasts/audiobooks

Podcast and audiobook speed is intentionally slow and annunciated; audiobooks can be bumped to 1.5 speed and podcasts can be bumped to 1.25 without any noticeable difference in clarity. With training, these speeds can be increased further.

RETAINING

Once you learn, how do you retain useful information?

Most articles and books have a handful of key concepts with lots of explanation. Focus on these key takeaways by:

1. Writing down the 1-3 key points in what you just read.
2. Crafting an "elevator pitch" in which you can quickly explain the meat of the topic if someone were to ask you in passing.
3. Writing a tweet (even if you don't send it) summarizing what you learned; if you can't explain the topic in that few characters, you don't understand it!

Kindle notes

For eBooks purchased on Kindle, you can quickly view and sort your highlights

1. As you come across interesting information, highlight it by clicking and dragging with your finger.
2. To view all your highlights for a given book, you can use https://read.amazon.com/notebook
3. You can take this to the next level by screenshotting this page and typing or writing additional notes about these highlights.

Taking Notes On Websites

For websites, online articles, etc. there is a tool that lets you take and share live notes: https://www.conote.page is a great tool that can streamline your note-taking approach