



# The Organized Mind: Summary of the Key Ideas - Original Book by Daniel J. Levitin: Thinking Straight in the Age of Information Overload

By *Evolvo*



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## **The Organized Mind: Summary of the Key Ideas - Original Book by Daniel J. Levitin: Thinking Straight in the Age of Information Overload** By Evolvo

The information overflow we have to deal with every day can be overwhelming for some people, and make it difficult for them to keep things organized. With the right techniques, you can learn how to gain back control over your life, make better decisions and become more productive.

Who should read this book:

- Anyone who has encountered difficulties in dealing with the constant inflow of information.
- People who want to learn how to be more organized.
- Anyone interested in neuroscience and in how our brain processes information.

In this summary:

Chapter 1: We need to organize information in order to be able to retrieve it

Chapter 2: We are forced to make more and more decisions every day

Chapter 3: Use categories to store information in designated places

Chapter 4: Start by bringing more order into your home

Chapter 5: Keep track of your social contacts and check in with them occasionally

Chapter 6: Avoid multitasking and get the difficult tasks out of the way

Chapter 7: Gather all the information you need before making a final decision

Chapter 8: Leaders need to be able to make decisions in any kind of situation

Chapter 9: We need to teach our children how to accurately assess information

Chapter 10: Use junk drawers and review their content regularly

Chapter 11: Final Summary



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