No. 124

AI TOOLKIT SERIES · THE METHOD

Your Second Brain

Capture, organize, find and reuse your notes and your knowledge, with AI.

Ten prompts to stop losing things: clean up your notes, file them, find them in one word and put them to work.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, tools like NotebookLM, Notion or your assistant can read, summarize and question your notes. Three cues before you build your second brain with AI.

1. **AI files and finds, but you decide what matters.**
   It sorts, summarizes and connects, yet choosing what is worth keeping stays a human call. Keep control of what enters your notes.

2. **A good system is simple, or you drop it.**
   Three or four folders are enough to start. A light setup you actually keep beats a maze forgotten in two weeks.

3. **Your notes hold personal information.**
   Do not pour sensitive data (health, passwords, other people's privacy) into an unverified tool. Check where your notes live and who can read them.

Good reflex: capture fast, without filing in the moment, then let AI sort and summarize later. Losing nothing comes first.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Capture, organize, find, reuse and maintain your notes, step by step.

1 Capture
01 The Clear Note · 02 The Caught Idea

2 Organize
03 The Simple System · 04 The Master Note

3 Find
05 The Plain Search · 06 The Hidden Link

4 Reuse
07 The Note Repurposed · 08 The Quick Review

5 Maintain
09 The Weekly Sweep · 10 Living Knowledge

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · CAPTURE

The Clear Note

PROMPT TO COPY

```
Role: you are a note-taking assistant.
Context: here is a raw note, jotted in a hurry: [paste the note or the transcribed voice memo].
Task: clean it up without changing its meaning.
Format: a short title, 3 to 5 clear points, and one to-do line if an action is hiding in it.
```

WHAT YOU GET

A clean, reusable note in seconds. You capture fast and tidy up right after.

PROMPT 02 · CAPTURE

The Caught Idea

PROMPT TO COPY

```
Role: you are a keeper of ideas.
Context: an idea strikes me about [a topic], I have no time to develop it now.
Task: help me catch it as a minimal note I will find again later.
Format: one sentence that sums up the idea, 3 keywords to find it, and the folder to file it in.
```

WHAT YOU GET

No more ideas lost between two doors. Every spark lands in the right place, ready to pick up.

PROMPT 03 · ORGANIZE

The Simple System

PROMPT TO COPY

```
Role: you are a note organizer.
Context: my notes cover [work, studies, personal projects, specify], today it is all a mess.
Task: propose a simple filing system I can keep over time.
Format: 4 to 6 folders maximum, a naming rule, and where to file a note that fits two of them.
```

WHAT YOU GET

A clear, light system, not a maze. You finally know where each note goes.

PROMPT 04 · ORGANIZE

The Master Note

PROMPT TO COPY

```
Role: you are a synthesis writer.
Context: I have several scattered notes on [one topic]:
[paste them].
Task: merge them into a single reference note, no
duplicates.
Format: a title, key ideas grouped by theme, and the open
questions at the end.
```

WHAT YOU GET

Ten scattered notes become one solid sheet. You open a single document instead of ten.

PROMPT 05 · FIND

The Plain Search

PROMPT TO COPY

```
Role: you are a search engine over my own notes.
Context: here are my notes on [a topic]: [paste them, or
use a tool like NotebookLM].
Task: answer my question using only these notes.
Format: a short answer, the source cited (which note), and
not found if the info is not there.
```

WHAT YOU GET

The right fact found with one question, no rereading. And an honest answer when it is missing.

PROMPT 06 · FIND

The Hidden Link

PROMPT TO COPY

```
Role: you are a connector of ideas.
Context: here are notes taken at different times: [paste them].
Task: show me the links and common themes I have not seen.
Format: 3 to 5 connections, each in one sentence, and one lead to dig into.
```

WHAT YOU GET

Connections that finally jump out. Your old notes start talking to each other.

PROMPT 07 · REUSE

The Note Repurposed

PROMPT TO COPY

```
Role: you are a writing assistant.
Context: from these notes [paste them], I must produce [an email, an outline, a summary, a post].
Task: turn them into that deliverable, true to the content.
Format: the requested format, the right tone for [the reader], and what might be missing.
```

WHAT YOU GET

Your notes become a real deliverable in one step. The hard thinking was already done.

PROMPT 08 · REUSE

The Quick Review

PROMPT TO COPY

```
Role: you are a revision partner.
Context: here are my notes on [a topic to remember]: [paste them].
Task: quiz me to check that I know them.
Format: 8 questions from easy to sharp, one at a time, with the correction after my answer.
```

WHAT YOU GET

Your own notes become a quiz. You truly remember instead of just rereading.

PROMPT 09 · MAINTAIN

The Weekly Sweep

PROMPT TO COPY

```
Role: you are a tidying assistant.
Context: here are this week's notes, still messy: [paste them].
Task: help me sort them in ten minutes.
Format: keep, merge, archive, drop, and the 3 actions that come out of it.
```

WHAT YOU GET

Ten minutes that keep your second brain clean. Clutter never piles up.

PROMPT 10 · MAINTAIN

Living Knowledge

PROMPT TO COPY

```
Role: you are a knowledge review.
Context: here are the topics I took notes on this month:
[list them].
Task: review what I have learned and what is still fuzzy.
Format: what is solid, the 3 gaps to fill, and one thing to
deepen next month.
```

WHAT YOU GET

A monthly check that turns notes into real knowledge. You see what you learned, and what to aim for.

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YOUR TURN

Knowledge, Filed

You now know how to build your second brain end to end: capture without losing a thing, organize simply, find in one word, reuse and maintain. Ten prompts, one recipe to reuse.

Capture fast, file light, and always keep the last word on what is worth keeping.

Join the SYSTINFO community to get a card like this one every day.

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