



JINGIUS

Personal Knowledge System Starter Guide

THE MORE YOU CREATE

“The more you create, the more powerful you become. The more you consume, the more powerful others become.”

— JAMES CLEAR



This guide helps you build a simple system for saving your own thinking. It is not about collecting more information — you already have too much of that. It is about having somewhere that is yours.

What Is a Personal Knowledge System?

It is a simple place where you save your own thinking.

Not bookmarks. Not things you want to read later. Your thinking — ideas you had, things you learned, questions you want to sit with, plans you made.

The point is not to collect more information. You already have too much of that. The point is to have somewhere that is yours. A place where your thoughts do not disappear.

You do not need a complicated setup. You do not need a special app. You need three things: a place to write, a simple structure, and a short habit of reviewing it.

That is it.

How to Set It Up

This setup takes about 15 minutes. Do it today.



1

Pick one tool

Choose one tool and use only that. Do not spread your notes across multiple apps.

Good options

Obsidian — works offline, stores files on your computer, free

Notion — works in a browser or app, easy to organize, free for personal use

Apple Notes — already on your phone and Mac, simple and fast

Google Docs — easy to search, works anywhere

A physical notebook — the simplest option, no setup required

Pick whichever one you are most likely to actually open. The best tool is the one you use.

2

Create three folders (or sections)

Nothing more than three to start:

Ideas — a single thought, a question, something you want to explore

Notes from things I consumed — one key takeaway from something you read, watched, or heard

Projects and plans — something you are building or working toward

That is your entire system. Every note you save goes into one of these three places.



**3****Save your first note today**

Open your tool. Go to one of the three folders. Write one sentence. It can be rough. It can be incomplete.

"I keep putting off the same decision. What is actually stopping me?"

"That podcast made a good point about attention — I want to think about this more."

"I want to build a simple checklist for how I start my mornings."

One sentence. Save it. You have started.

4**Review your notes once a week**

Set a 10-minute block once a week — Friday afternoon, Sunday evening, whenever works. Open your system. Read through what you saved. Ask yourself: is any of this still relevant? Does anything connect?

You do not need to organize everything perfectly. You just need to look at it so it does not disappear.

Using AI to Organize Messy Thoughts

Sometimes your thinking is too rough to write down clearly. That is fine. AI can help.

Here is a simple method:

1. Open a voice recorder and talk for 2 to 3 minutes about whatever is in your head — an idea, a problem, a decision.
2. Transcribe it (most phones can do this automatically, or paste it into ChatGPT, Claude, or Gemini).
3. Ask the AI: *"Organize this into a clear note with: the main idea, the key points, and any open questions."*
4. Copy the result into your knowledge system.

You did the thinking. The AI just helped you organize it. The note is still yours.





How to Keep It Going

The hardest part is not the setup. It is the habit. Here is what works:

Voice note → note.

When you have an idea and no time to write, record a quick voice note. Once a week, turn your voice notes into written notes in your system. Five minutes.

Read something → write one takeaway.

When you finish an article, a chapter, or a video, write one sentence in your Notes folder. Not a summary. Just the one thing you want to remember.

Have an idea → open your system → write it down.

This sounds obvious. But most ideas disappear because we tell ourselves we will remember them later. We do not. Open the app. Write it down. Close the app. Done.

Do not wait until it is perfect.

A rough note saved is better than a perfect note never written. Your system does not need to be beautiful or complete. It just needs to exist and be used.

A Final Note

The goal of a personal knowledge system is not to become more productive. It is not to impress anyone or build a perfect archive.

The goal is to stop losing your own thinking.

Every time you write something down, you are giving your thoughts a place to exist outside your head. You can come back to them. Build on them. Connect them. That is creation — even if no one else ever sees it.

Start with one folder. One note. One habit. That is enough.