

Get Organized in the New Year with Evernote

BY BRANDIE KAJINO



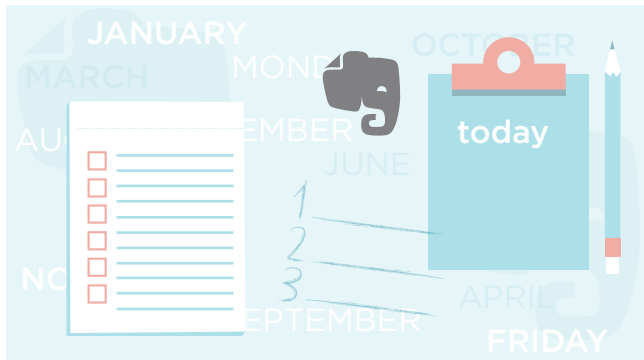
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Evernote's Organization Ambassador, Brandie Kajino, shares her top 10 tips for using Evernote to get organized.

From figuring out how to approach active tasks and projects, to staying on top of office needs, this worksheet will help you get a headstart on living a more organized life as a working professional.

Getting Started

ONE Think of Evernote notebooks like notebooks on a shelf.

Group notes associated with a similar subject together into one notebook. Then, divide them within the notebook by adding tags.

TWO Clean out your mail inbox.

Forward reference materials into Evernote notebooks with your personalized Evernote account mailing address (found in your account info).

Your inbox will thank you, and everything will be just a quick search away. Add "@" (see tip #7) to any emails associated with active projects.

THREE Implement template task lists.

Most tasks are repeated, in the same order, around the same time. Group the tasks you do regularly into a bulleted list (or checklist) by day, week, month or year.

Refer to your list whenever appropriate and add new items as they come up.

Start a Project & Drive it to Completion

FOUR Keep projects on track.

You probably know what next steps you need to take to complete a project, and have related project notes floating around your office.

Keep them in a notebook grouped together (see tip #1), and keep track of your projects on the go by creating a checklist that you can access from your account on any computer or mobile device. Track tasks to be done, and mark them off as completed.



FIVE Turn those ideas into reality.

Have a brilliant idea, or lots of them? Keep them in a note called "Strokes of Brilliance" and never fear forgetting that multi-million dollar idea again!

Whenever you need a spark of inspiration, check that note to get the creative juices flowing again.

SIX Track business communications and sales leads.

Have a contact that hasn't quite made the "add that person to my address book" cut yet?

Track communications with them in a "Leads" or "Followup" notebook.

Include information like: calls, notes, email and other information. When a contact becomes "address book worthy," copy and paste their information into their brand new record.

Keep Active Projects Top of Mind

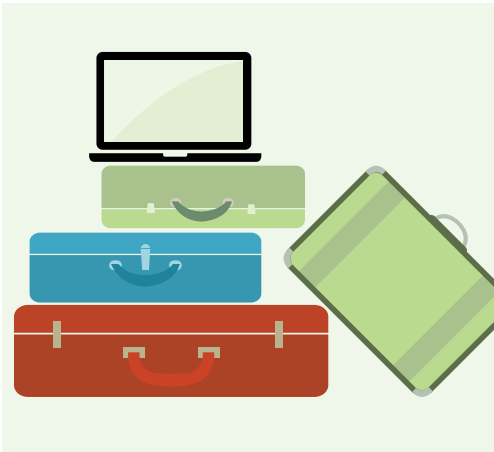
SEVEN Use “@” at the beginning of the notebook name to place active notebooks at the top of the list.

This keeps them in front of you, and top of mind. The rest are archives. Being organized is all about creating a familiar system. Evernote’s flexibility allows you to create your own personal hub of active and archived projects.

EIGHT Use “@phone-log” to keep track of phone messages.

Create a message book inside your Evernote account. Store notes and information from the message, and refer to it when returning the call. When the message has been addressed or closed, delete the note.

Your Business, On the Move



NINE Be an organized business traveller.

Keep itineraries, reservations, contact information and other important documents in a “Travel” notebook. Forward itineraries (see tip #2) or take a picture with your smartphone, and travel a bit lighter next time.

Premium users can select entire notebooks for offline viewing; perfect for getting work done on the plane.

TEN Know which office supplies to buy next time.

Ever been at the store and couldn’t remember which printer toner, lightbulb or other specific office product you needed to buy?

Keep a notebook of “Pieces & Parts” for all those office supplies and sizes (snap a picture of each one with your phone), and walk out of the store with exactly what you need next time.

TIP Snap a photo of your handwritten notes using Evernote. You’ll be able to access them from any computer or mobile device later!

