Using Evernote to Organize Your Life

with Lilli Weisz

GOALS

Identify all the things filling your head

Plan how to handle them

Get in the habit of keeping nothing on your mind

COLLECT

Anything unfinished must be captured in a system outside your mind.

PROCESS

Clarify exactly what your commitment is:
"What is it?"

Decide what you have to do to make progress toward fulfilling it:
"What is the next action?"

ORGANIZE

Keep reminders of your next actions organized in a system that works for you.

REVIEW

You need to check the state of your life at regular intervals to get clean, current and complete.

DO

Decide, at any time, what to do and what not to do, and feel good about it.

It is possible to be effectively doing while you are delightfully being.

Why Evernote?

COLLECT

Evernote is ubiquitous:
on your computer, your mobile devices, the web - it is always close by so you can quickly add your thoughts.

Simple to add web pages, emails, documents, photos & more - no matter which format the information arrives in, you can add it to Evernote.

Don't need to worry about syncing.

PROCESS

The ability to forward emails to Evernote -and change the title- allows you to process each email from a piece of information to an action.*

**some email programs, like Postbox & Outlook on Windows, have a built in Send-to-Evernote button. Also, the app Powerbot does the same for web-based Gmail.*

ORGANIZE

Evernote is easy to learn.

Evernote is easy to manipulate and make your own.

Your GTD system can be unique to you-- and can change with your specific needs!

REVIEW

Evernote's simple interface allows you to do a quick or extended review on any of your devices.

If you decide to use Evernote for file storage as well as a GTD system, it is simple to process completed action items to resource files that can be accessed in the future.

DO

Evernote is your tool to get shit DONE.

Keys to This System

- *Each note is one action item*
- *Create notebooks based on priority: titled 1, 2, 3 and Waiting*
- *Use tags for contexts: tools (phone, email), locations (home, office, errands), energy level (morning, weekend), person (boss, spouse)*
- *Use tags to organize by project*
- *Delete the note when the action is finished, or move it to the proper storage notebook if the information will be useful in the future*
- *Use action verbs to start the titles of your action notes*
- *Keep one (or very few) action notes in your 1 notebook*
- *Store your Evernote email address in your email program to easily forward emails*
- *CHANGE THE SYSTEM TO MEET YOUR SPECIFIC NEEDS!*

Remember, perfection is unattainable.

But the less tolerant you become of feeling out of control and unfocused, the easier it will be.

[Thank you, David Allen!]

Who is Lilli Weisz?

Lilli Weisz is a productivity specialist who assists people in decluttering and organizing their physical and digital spaces. She can help you clear your desk, your desktop, your inbox, your life, so that you can get back to living and breathe a little easier. As an expert in David Allen's Getting Things Done, Lilli helps clients create their own individualized GTD systems on a variety of digital tools, like Evernote, that can make your life run more efficiently.

Based out of Nyack, NY, Lilli works with clients all over the New York area as well as the country, via screen sharing. You can learn more about Lilli at www.lilliweisz.com.

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917.715.6263 • lilli@lilliweisz.com
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