

# DOWNLOAD PDF HOW TO USE ONENOTE FOR WRITING GOALS, JOTTING DOWN IDEAS, AND KEEPING NOTES

## Chapter 1 : 6 Modern Note-Taking Apps to Keep Your Thoughts Organized

*GATHER DETAILED notes and meeting minutes as well as ideas, goals, rough drafts, and sketches in a digital notebook: With Microsoft OneNote, you always have the necessary data in front of you (and on your laptop if you are traveling), and you can perform a full-text search, keep follow-up activities in view, and exchange data with other Microsoft Office applications.*

May 5, As any efficient, organized, and focused person knows, finding the right note-taking app is crucial to getting the most out of your iPhone. But the very best note-taking apps are designed help disorganized people keep their thoughts and memos in tip-top order, too. We tested five of the best, including the most well-known apps and two of the newest ones to hit the app store, to help you sort out which one will offer what you need. Some let you sketch and draw directly with in the app, while others only let you type. Some let you record and save voice memos. Some dazzle the eye with visual layouts. Some are so plain-Jane, they are a complete bore to use. Evernote makes synchronization effortless. It has the best search capability of any note-taking app, hands-down. Audio notes are supported and easy to record. Awesome Note is one of the most visual note-taking apps, with a highly customizable interface that lets you change colors, typefaces, background images, and icons. The graphical calendar also simplifies deadline management. You can also sync your Awesome Note appointments and memos to Google Docs and Evernote, making it an excellent companion app. But you may want to wait a few update cycles before you invest too heavily in using it because it loses tags from OneNote Office and the web app. Catch for iPhone free The free iPhone note-taking app Catch aims to provide an uncluttered and simple user experience, but it comes up characterless as a result. But the app does have a one-touch interaction philosophy, which some efficiency aficionados might appreciate. Catch syncs with a Web version of the application, letting you see your notes on a full-sized computer screen easily if you need to although so does Evernote. Moleskine for iPhone free Loyal fans of the Moleskine brand may enjoy the design of this pretty note-taking app, but serious list-makers and note-takers should turn to one of the alternatives. It supports sketching and images, as well as the ability to overlay text on top, which may be useful for visual people and artists.

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## Chapter 2 : The 10 Best Note Taking Apps in Evernote, OneNote, and Beyond

*Take charge and create an effective balance between your work and personal life with the help of Microsoft Outlook. In this practical guide, two experts teach you a proven time-management system, showing you how to set and manage your priorities with custom modifications to Outlook. Sharpen your.*

It supports Markdown formatting in lieu of presenting an excess of menu options although it does allow you to work with fully viewable inline images. Bear also offers a focus mode that strips away unnecessary bells and whistles from your view. You can add tags to organize your notes by simply using hashtags within the note body. And Bear stores all your notes as plain text, which keeps the app lightweight. Other features include an info panel for each note showing word count and other metadata, as well as web clipping, or the ability to automatically copy the contents of web pages to one of your notebooks via a browser extension. There are some showstoppers worth knowing about before you choose Bear. The developers who make the app have said that a web app is in the works, but they have yet to pin down a release date. Finally, the free account comes with some limitations that make it less than ideal as a note taking app no syncing, limited export formats , so be prepared to pay for a Pro subscription. What makes it special for programmers? When you create a new note, you choose either Markdown note, used for creating any kind of text document, or snippet note, which simply gives you a text editor for code. When creating and editing Markdown notes, Boostnote puts an extra panel on the right side of your window to preview the formatting of the note as you write. You can create any kind of notes you want in this note type. Markdown notes even support LaTeX blocks, for those writing hefty mathematical formulas. With Boostnotes, you can work with text snippets, too. Text snippets are lines of text you tend to use repeatedly, whether boilerplate or particular lines of code. Other excellent features include customizable hotkeys, the ability to change the font, and dozens of light and dark visual themes for the interface. Storage is entirely in your hands with Boostnote, so you can keep your notes saved locally and percent offline, or you can pop them into a file storage and syncing service of your choosing to make them accessible to you everywhere. Evernote Android, iOS, macOS, web, Windows Best note taking app for taking and searching for notes of all kinds Evernote was an early leader in the digital note taking space. In many ways, it shaped expectations about what a note taking app should do and how it should look. It has apps for all the major platforms, and with a Business account, you can even use Evernote for real-time chat and collaboration with colleagues. Evernote also doubles as an excellent scanner, and if you combine those two features, you can use the app for some pretty interesting projects, such as digitizing recipes from books. Evernote also integrates with other apps and tools you use, such as Google Drive, Slack, and Salesforce. Evernote handles all the syncing and storage. Basic members that is, those on the free plan get 60MB of space per month for storing notes and uploading files. While Evernote looks squarely like standard business software, Microsoft OneNote mimics paper. When you create a new note, you can click anywhere on the page and add content to that spot, just as if you were working with paper, rather than be tied to the linear movement of the cursor. You can choose a background for your notes that looks like textured or lined paper or use templates for meeting notes and more. OneNote also mimics the classic binder, with notebooks, sections, and tabs for organizing your notes. With OneNote, you can type text, drag and drop images and file attachments into notes, use a digital highlighter, create checklists, record audio, draw sketches, and so forth. And because each note is meant to appear like a piece of paper, you can move elements around the page, placing an audio memo next to a block of text, for example. For every note you can open a record of its version history, too. And an ink-to-text feature lets you write by hand and have your text converted to type. OneNote also integrates with other apps, such as mobile scanning app OfficeLens and the paperless system NeatConnect. You can create more OneNote integrations using Zapier. OneNote is free to use, with no feature limitations in the free version. Syncing occurs via Microsoft OneDrive, and non-paying members are capped at 5GB though you can earn additional space through some promotions and purchases. Microsoft OneNote is perhaps the best

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free note taking app you can find. Milanote also has a web clipper tool, so you can easily snap images online and add them to your visual notes. There are no mobile apps or desktop apps at this time, just a web app and a mobile-optimized site. It does support collaboration and sharing, however. Milanote handles syncing, storage, and backup rather than handing off those responsibilities to a third party. Free Milanote members have some tight limitations on what they can upload: Pro members get unlimited storage unlimited notes, images, links, and files , plus a search bar for all their content. Milanote Pro costs much more than other options, including Evernote Premium, however. You can use it to create all kinds of notes with your fingertips or a stylus, whether a sketch, annotated image, or handwritten text. Beautifully designed with a minimalist bent, Paper incorporates animations that make it inviting and fun to use. It has some tools for organizing your notes, too, such as the ability to group them into notebooks and share them. The Paper app also lets you choose different pen types and colors. Draw simple loops, for example, and Paper knows to turn them into neat circles. Choose the pen tool, and your writing will magically look like calligraphy. If you prefer to type on a keyboard, you can do that as well, writing text notes, checklists, and so forth. Paper also gives you a few special tools for creating business diagrams. The tip lets you create pressure-sensitive drawings, while the reverse side acts as an eraser. The app used to backup your notes for you, but the company no longer does as of March , so be sure you have adequate space in an iCloud account before committing to Paper. This online app lets you work with others on notes, documents, and spreadsheets while discussing the work in the same place. Quip shines brightest when you used it to collaborate with others. Quip is thorough in how it saves, documents, and displays every single suggested edit, question, and comment in your notes. It provides complete visibility into how the collaboration process works. You can connect your Quip account to other tools, such as Dropbox and Google Drive, and you create other Quip integrations by using Zapier. With Quip, you and your teammates can create folders and subfolders to organize your notes. The search function is reliable, but not especially fast, given Quip accounts often have a lot of data beyond plain text in them. With a paid plan you get unlimited storage, too. True to its name, Simplenote gives you a clutter-free space for creating and editing notes. You get little more than an unlimited number of blank white pages for making plain text notes. Simplenote is a pure minimalist in the note taking app category. Seeing as you can save nothing but typed text, the search functionality is fast. Syncing and storage comes included. You get a version history for all your notes and the ability to restore any prior version. You also get tags for sorting and organizing your notes, plus options for sharing and collaborating with others. Simplenote can run in any browser, and there are apps for all the major platforms as well. The app was designed to have low latency, meaning as soon as your stylus or finger drags across the screen, the mark in the app should show up immediately, with little to no delay. In the app, your options for paper include blank white pages, lined pages, staff paper for music, and gridded graph paper in a variety of styles. You can write or draw freeform, as well as import images and PDFs to annotate them. Squid supports digital signatures, too, so you can import a document that you need to sign, scribble your name on it, export it as a PDF, and send it to the recipient. Squid includes other tools for capturing, organizing, and editing notes. While the app is free to download, Squid sells a Premium subscription that unlocks all the paper backgrounds, tools, and a few capabilities you might actually need. Some of the features restricted to Premium are a highlighter; a few shape tools; the ability to import PDFs for markup; and the option to backup, restore, and bulk export options using Box or Dropbox. Squid is one of the best apps for Android and Chromebook that supports handwriting, image and PDF markup, and other ways to take notes. When you first create an account, the app encourages you to create a few notebooks, which appear on screen as notebooks with different images for their covers. You can name them however you like. As you create notes, whether by typing them, uploading images, or clipping them from web pages, you can add rich text formatting. Your notes then appear as cards with preview images when applicable. You can also lock notes, add time and date reminders to them, view their full version history, and revert back to an earlier version. Zoho directly manages saving and syncing, and the company gives you as much storage space as you need, with no limit. There is a maximum file upload size of 50MB, however. Note taking apps come in many shapes

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and sizes to meet different needs. Some people may need a fully loaded app with a lot of functionality, such as OneNote or Evernote, while others prefer less clutter and fewer features, which is what you get from an app such as Simplenote. Not all note taking apps are free, but most of them offer at least a free trial, if not a free version with limitations, so that you can try out a few before settling on the one that works best for you. Note-taking photo via Chung Ho Leung.

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## Chapter 3 : 12 Ways to Run Your Life Like a Boss With OneNote

*Learn to use established techniques for organizing your work tasks and projects; set your individual goals and determine the most realistic way to meet them; find a practical way to reach balance in your job and personal life; get real-life examples that demonstrate effective ways to manage time; learn how Outlook can help you to implement time-management techniques; and use Outlook with Microsoft SharePoint and Microsoft OneNote to organize and find information.*

Less OneNote is a digital note-taking app that provides a single place for keeping all of your notes, research, plans, and information – everything you need to remember and manage in your life at home, at work, or at school. In OneNote, notebooks never run out of paper. Best of all, your notebooks are stored online so you can easily get to them on any of your mobile devices. Start your very own digital notebook Take command over your next project, trip, or class. OneNote notebooks are designed to make organization optional but easy. Every notebook is automatically organized into sections which contain pages – letting you decide visually how you want to arrange your notes. Keep one section for your song writing, another one for recipes, or start jotting down plans for your next vacation or the new school year. Freely move things around whenever and however you want. Whatever you care about, OneNote makes it easy to keep tabs on everything in your life. Type anywhere, capture anything Experience true freedom in taking notes. In OneNote, every page is an infinite canvas. Just click and type anywhere you want. Notes are in containers that are easy to move around where you want them, letting you organize your thoughts. Tables are as easy to create as hitting the Tab key while you type. Insert pictures, attach files, or capture the sound of your own voice. Tag notes, make lists, recall everything OneNote can do things your old paper notebooks can only dream about. Use tags to categorize and prioritize notes that need to stand out. Add To-Do tags to your lists with a simple click, so you can check off and track your progress, even when you switch between your devices on the go. And forget about flipping through pages trying to find something – OneNote puts all of your information at your fingertips with a quick search, no matter where you might have jotted it down. Think, plan, and share together with others Use OneNote just for yourself, or invite friends, family, co-workers, or classmates to collaborate with you in a shared notebook. Together, you can keep track of teamwork, homework, home projects, or family events and vacation memories. Take OneNote with you Always stay connected to your notebooks everywhere you go – on just about any computer, phone, or mobile device. Use OneNote on your Mac or PC to do research at home, check your grocery list at the store in OneNote on your phone, or keep a travel journal in OneNote on your tablet while you go sightseeing. Expand your Office skills.

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## Chapter 4 : Ditch Pen and Paper: Best Note-Taking Apps

*Chapter 6: How to Use OneNote for Writing Goals, Jotting Down Ideas, and Keeping Notes Chapter 7: How to Truly Benefit from This Book Recommended Reading.*

Steven Luker is an avid OneNote user. At first glance, though, his situation might seem very different from most people. Because of cerebral palsy, he uses a wheelchair, is non-verbal and has full use of only one arm. When Steven shared with us how he uses technology to solve a lot of the problems he deals with, something became evident: Steven is a lot like everyone else. He found a way to use OneNote to support him and his tricks can help you too. OneNote is the quickest way for Steven to make notes that he can easily retrieve from his computer, iPad, a web browser or his Windows Phone. Notes are also a great way for him to communicate with people. He can type up notes ahead of time—like a restaurant order or requests for a bus driver—and show them later. With shared notebooks, he can stay up-to-date on communication with his wife too. Have you ever forgotten a grocery list at home? And if your ideas are already written on paper? Steven uses Office Lens , a Windows Phone app, to take pictures of business cards, handouts, documents and signed forms or receipts. The images are also saved into OneNote, which saves Steven loads of time. Instead of retyping printed text, he just opens the images in OneNote. OneNote automatically recognizes printed text so Steven can search for—and even copy—text from the images. He can paste the text into other apps too—like email or Word. Not everyone knows that OneNote can capture audio and video as well. Instead of writing copious notes, sit back, enjoy the lecture and have OneNote capture it for you. In business scenarios, OneNote is a great way to collaborate and share notes and ideas. Currently, as he gets his startup off the ground, he works with OneNote so he can focus on his project and not on where his notes are. Steven Luker background with his friend Adam foreground. He can be as organized or as messy as he wants because finding notes in OneNote is easier than finding them in a book bag or filing cabinet. And sharing them in email is simple too. Before OneNote, Steven used to misplace papers in the bags attached to his wheelchair. Think though of how many two-handed people say they could use an extra hand. For Steven, OneNote is mission-critical and goes a long way to solving the problems he deals with. But everyone can benefit from adopting his techniques to stay organized. You can find Steven on Twitter at 1ArmedGeek.

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### Chapter 5 : Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life

*If the simple Kaizen to-do list setup isn't enough to help you manage your projects, OneNote can be used as a full project management tool* *How to Use Microsoft OneNote for Project Management* *How to Use Microsoft OneNote for Project Management* *OneNote is the ideal collaboration tool for managing simple projects in small teams. And it's completely free.*

In fact, if you were like me the next step was to begin organizing your notes in Word documents. Using Word documents to organize notes certainly does work Which is why OneNote is far superior. In a nutshell, OneNote is a word processor that allows you quick access to all of your separate documents pages from one simple interface. You can then organize pages in Notebooks, Sections, or Sub sections. Enabling you to have all your notes at the tip of your fingers. Use OneNote OneNote is a rather simple program so getting started is easy. Anybody can do this - but doing it effectively is another thing altogether. So here is a basic model I use for my own OneNote installation. First, feel free to browse through the sample Notebooks Microsoft includes by default. You can keep them handy if you want, but eventually I recommend deleting this clutter by right clicking each Notebook menu and pressing "Close Notebook". Create a Notebook called Day Planner. Then within that Notebook, create a section called Daily Notes and Tasks. Ideas, reminders, phone numbers, website links, to-dos, and other random thoughts that need to be typed as notes. Regardless of what topic, type these kind of day to day thoughts into your newly created Daily Notes section. My philosophy of note taking is that only key information actually justifies organization. Keeping a Task List The "to do" list is certainly a fundamental type of note. Maintaining a big list of tasks can be effective, but it can also be a burden. That is, if you allow yourself to become a slave to it. For my main Tasks section I keep it fairly general - having to do with mostly stuff outside business. Type a brief list of tasks. One per each line. This is about as far as it goes in terms of functionality - yet the visual cue certainly does go a long way. Time for Business Organizing information about your projects is crucial for staying on track. Nerds have complex projects on the go. Software apps, website networks, and other technical stuff which requires regular note taking. OneNote is a perfect home for this project related information. This section gives me an easy place to write down ideas about my blog Nerd Business. If you have a number of projects on the go, having a unique task list for each one is a big advantage. I generally like to keep a project log for documenting progress. So as I bounce around from several different projects throughout the work week I can easily jump back into a project after reviewing the latest status from the log. To further organize information for this project, I have created a number of additional pages. These are listed along the right hand side pictured to the right. One of the pages here is called Content and the notes here are specifically for content related material, such as article ideas or drafts of new articles I intend to publish here on Nerd Business. What was said during that last phonecall? What are some of the requirements you need to complete for this client? The information surrounding a client can get rather extensive - so OneNote fits the bill. It can also be useful to have notes on just about anybody! A loved one, friends, or family - little notes such as birth dates or special reminders can go a long way. Tasks and Ideas are also here. Any important client or prospect justifies having a simple page like this. There are indeed CRM customer relationship management software packages out there which are much more extensive, but personally I enjoy the simple flexibility of a big white open page to type on. Being Organized is Efficient Organizational efficiency is something that you need to work on as a skill in itself. You still have to maintain an effective process for keeping your notes organized. In fact, I often allocate a big chunk of time each week specifically for organizing notes. As part of an efficiency FOCUS day, which is apart of an even broader strategy for being a well oiled business nerd. A strategy that I would like to reveal for you in an upcoming post. Subscribe to my feed or the newsletter to stay up dated.

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## Chapter 6 : Buy JustNotelt - Microsoft Store

*Ever have a thought slip away and wish you had written it down Better Than a Notepad: The 3 Fastest Ways To Jot Down Notes on Android Better Than a Notepad: The 3 Fastest Ways To Jot Down Notes on Android Whether you need to jot down ideas for your next project or items you want to pick up at the.*

Twitter Advertisement Ever have a thought slip away and wish you had written it down Better Than a Notepad: Many people carry around Here are some of the very best modern apps to help you record your ideas and keep them organized. With a couple of clicks, you can add an item to your to-do list, or insert an image, or gain access to a highlighter to mark up your notes. Surprisingly, Microsoft has come up with the perfect solution - OneNote. The OneNote app keeps things simple, and does an admirable job of distinguishing between the must-have features of a note-taking app and the tools that can be discarded to help with accessibility. Strong search tools and cross-device access make this a great app for general use. For those purposes, it works perfectly. Code Writer Refined coding tool with plenty of useful features. Like Notepad Classic, Code Writer is heavily influenced by Notepad " but rather than simply seeking to replicate the original program, this app dares to make a few improvements of its own. None are particularly earth-shattering, but put together they amount to a very slick package for a coding novice or a more veteran programmer. As its name suggests, the primary focus of Code Writer is on coding; this is an app firmly in the spirit of the Notepad application, rather than a pen-and-paper notepad. However, there are plenty of little touches intended to make writing in computer code as easy as possible. These tips can help you to better retain all that new information. Poe Minimalist distraction-free environment to help you get your words down on the page. The word count tool is supplemented with a couple of neat tweaks that will spur you on to accomplish your writing goals. A way to accomplish everything you dream to accomplish, without losing out on sleep. Can this automated time management system do it all? However, for the right user, this spartan app could be a real difference-maker in terms of helping you to reach your personal word count goals. Sticky Notes 8 Post-it inspired app that sacrifices functionality for ease of use. Stop cluttering up your desk and go digital with these fantastic sticky note apps. However, that simplicity comes at the cost of features " this is about as bare-bones as it gets. Sticky Notes 8 does exactly what it sets out to accomplish, and does it very well. Evernote Touch Cross-platform note-taking service that makes keeping track of notes across multiple devices a breeze. This note-taking and organization service is one of the most popular options currently available, largely thanks to its brilliant cross-device compatibility. Many apps have similar functionality, but Evernote stands out from the crowd. Evernote also excels in keeping your notes arranged neatly. You can split things into different notebooks, or just tag individual posts so that you can track individual thoughts by topic at a later date. Let us know about it in the comments section below.

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## Chapter 7 : How to Organize Your Life with OneNote

*The Cornell System (seen to the left), which uses a grid, is well-loved and easy to use for lectures, and while it's usually associated with brainstorming, mind mapping is great for taking notes.*

Twitter Advertisement Keeping on top of everything “ from your to-do lists and finances, to the articles you read, and the ideas you have “ can be a nightmare. All these things will often be found in different documents, or saved to entirely different apps. By default, they become too arduous to keep on top of, and quickly become outdated. This could all be remedied with OneNote , a free note taking app from Microsoft. He was an avid note-taker who recorded everything he observed. Read More to the app. Organizing Information Within OneNote, you can set up different notebooks for entirely different parts of your life. Within each notebook, you can set up tabs, and within those tabs, you can store individual notes. These can easily be searched based on tags and keywords. This structure makes for a logical way to organize potentially thousands of notes within a single app, in much the same ways as you would organize a ring binder. Exactly how you organize these notes is entirely up to you. But how do they compare and which one is best for you? Read More , but OneNote can also double up as a respectable choice. This could simply be a master to-do list, with a long string of things you need to do. But a more useful option would be to set up something like you can see above. This could be set up as a separate note, and then shared with your partner, so they can also add to the list as necessary. Tracking Your Fitness If you track any aspect of your health, this can usually be replicated in OneNote. Note that any changes you make to the spreadsheet in OneNote will not be saved to the Excel file, or vice versa. See how OneNote can help your projects take off! Depending on the complexity of your projects, you may want to set up a new notebook for each one. Within these notebooks, you can add detailed to-do lists, track emails, share information, create a team wiki, and record meeting notes. You can then share all or part of this notebook with your team members. If you want a step-by-step guide to all of this, the video below will help. Learn how to use, edit and create your own templates with this guide. Read More to make starting a new project extremely easy. Managing Your Finances The easiest way to track your finances in OneNote is to import a suitable Excel finance spreadsheet into your notebook and keep this up to date within the app. As well as this, a very useful feature here is the ability to store all of your receipts in OneNote. Download the OneNote app to your smartphone, and start taking snaps of each of your receipts. Be sure to send these to a dedicated section of OneNote. The OCR feature within the app makes each of these receipts readable, so you can search for dates or items, instead of sifting through huge piles of fading pieces of paper. This page will then be home to everything you need to progress. Having all of this relevant information in one place understandably helps to keep you extra-focused. Journaling Journaling is an underrated career tool and a core habit of many successful people. From increasing productivity, to maintaining accountability, we explore why you should consider introducing journaling as a productivity tool into your workday. Read More to help improve productivity and reduce stress. Take Evernote, a journaling system called the Bullet Journal, and no coding experience whatsoever, to create a completely tailored organization system for yourself. Thanks to a new feature called Snapchat Memories, the social media sharing app could be the best kind of private journal. OneNote is just another option to add to that list, where you can create a single note to keep adding to regularly. Intention “ How do you want to be today? Priorities “ What are the 3 most important things you want to do today? Progress “ What progress, however small, have you already made towards your goals? Opportunity “ Every day can be an opportunity: Request “ Ask for what you need, from yourself, your family, and the universe! The type of journal you choose to start is up to you. This could be a gratitude journal, weekly overviews, daily snapshots, random reflections. The list goes on. Whichever you choose, creating a quick journal template is easy. The template above was written by one of our own writers in his article looking at seven different types of journals you can keep How to Jumpstart a Journaling Habit with 7 Simple Templates How to Jumpstart a Journaling Habit with 7 Simple Templates If you have a journaling

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template, you have a big advantage: Templates are time-savers and they also reduce the friction of starting. This could be used simply as a way for you to clear your mind of distractions each morning, or to look back on to relive special memories. Here are our recommendations for classic novels you should be reading [Read More](#) , and bands you want to listen to. Instead of having these scattered around your hard drive, why not import them into OneNote? This allows you to see all your lists in one place. If you need to store more information, you might want to separate each of these master lists into different notes. Your Content Repository The amount of content we consume these days is astounding. The good news is that forgetfulness can be beaten. To help with this, there are some useful OneNote integrations you can use to keep track of all that content.

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## Chapter 8 : Introducing OneNote - Office Support

*Use Outlook with Microsoft OneNote to capture ideas and set goals. How to Use OneNote for Writing Goals, Jotting Down Ideas, and Keeping Notes a Place and a.*

Ditch Pen and Paper: Clearing your desk of notebooks and stacks of paper is environmentally friendly, gets rid of clutter and modernizes your entire operation. Whether you need an app that converts handwriting to text, or a complete notebook management system, stop digging around for the right binder and a pen when you need something. OneNote is part of the Microsoft Office Suite, so you might already have it on your device, but if not, you can download it for free. You can run Microsoft OneNote on practically any device, including Chromebooks, Apple laptops and desktops, Windows laptops and desktops, iPhones, and Android phones. You can also use OneNote with touchscreen devices and styluses. You can create as many different notebooks as you want, and there are built-in tabs for easy labeling. You can take notes by typing, using a stylus, or drawing with your cursor or your finger. OneNote allows you to make notes wherever you want on the page, and you can add in photos, audio files, screen clips, Excel spreadsheets and online videos. You can also record audio and video directly into OneNote. One of the best things about OneNote is the ability to assign permissions to different notebooks. You can create personal notebooks that only you can see as well as shared notebooks with other people on your team. When you create a shared notebook, everyone who has access to it can make changes to the notebook, and those changes will be instantly reflected, which is great for group projects. Another reason we like OneNote for business owners is that it works seamlessly with Outlook, so you can do things like create and assign tasks in OneNote based on employee email addresses. Google Keep is exclusively a web app, which means you can use it on Android phones and iPhones, Apple laptops and desktops, Windows laptops and desktops, Chromebooks and tablets. Compatibility is never a problem. Google Keep is colorful, bright and uncomplicated. Your main Notes page will always show you the most recently added notes, and you can choose a single column view or a multicolumn view. The only downside to the interface is that it makes it difficult to read long notes and search for older items. You can easily color-code and label notes in Google Keep, and you can share those notes with other people, so they can update them as well changes are reflected in real time. The app is compatible with Android phones and iPhones as well as Apple and Windows computers. You can also download the Android app on a Chromebook, but some users say the app is inconsistent and slow on a Chrome OS. Evernote looks great on devices of all different sizes. It has lots of menu options and optional add-ons and third-party extensions and makes it easy to create lots of different notebooks, tag them and search through them. Most people find Evernote easy to use and pleasing to look at. You can take notes by typing or by writing with a stylus, your finger or the sketch tool. Just like in OneNote, you can save photos, documents, audio and video. Further, you can record audio, grab parts of web pages and snag text content from images. You can also password-protect certain notes for added security, use templates and share notebooks with certain people while keeping other notebooks private. If you plan on having your whole team use Evernote, you should consider Evernote Business. Evernote Business also allows for single sign-on, includes basic admin tools and has added security features. This app is ideal for assistants, administrative professionals, journalists, students and anyone else who frequently relies on recording audio as well as taking notes by hand. AudioNote 2 looks like an old-school notebook, which makes it ideal for note taking with a keypad or with a stylus. At the top of each "page," you can add audio files, which means you can keep the recordings of your meetings linked with your meeting notes for easy access. The playback feature in AudioNote 2 allows you to follow along with your notes automatically with highlighting and autoscrolling and adjust playback speed as needed. You can also add in PDF slides and photos so everything is in one place. In addition to offering a variety of methods of note taking audio, stylus, keypad and linking audio recordings with the notes taken during the time of the recording, this app allows users to create folders and label files, and share notes through iCloud, Dropbox, Facebook, Twitter, Email, AirDrop, and more. Additional reporting by

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Mona Bushnell. She is incredibly interested by the intersection of business development and environmental preservation. You May Also Like.

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*Virgin Group founder, Richard Branson, wrote, "If you don't write your ideas down, they could leave your head before you even leave the room." Capturing your ideas is just one of the many benefits of effectively taking notes at work.*