

Getting Things Done: How I use Evernote to organise myself and my “inbox”

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*"I can't worry about that now.
I'm worrying about something else."*

Talk to the person next to you:

- *How do you organise your life? What stresses you out about how you work now?*
- *How do you prioritise your work?*
- *How do you remember information and bring it to the correct forum at the right time?*
- *When you take notes (for example, at meetings), what do you do with them?*
- *Typically how many emails are sitting in your inbox (read or unread) at any one time? Think about your own system for a moment, and in particular about your email Inbox. What kind of emails are in it right now?*

Email inboxes are typically reserved as a depository for four types of items.....

- **Action Items:**

Things I need to do that originated as an email. I can't remove the email from the Inbox because the to-do still needs to be done.

- **Waiting Items:**

Emails I have responded to and am now waiting for a reply. I leave the email in the Inbox because the person hasn't replied.

- **Read/Review Items:**

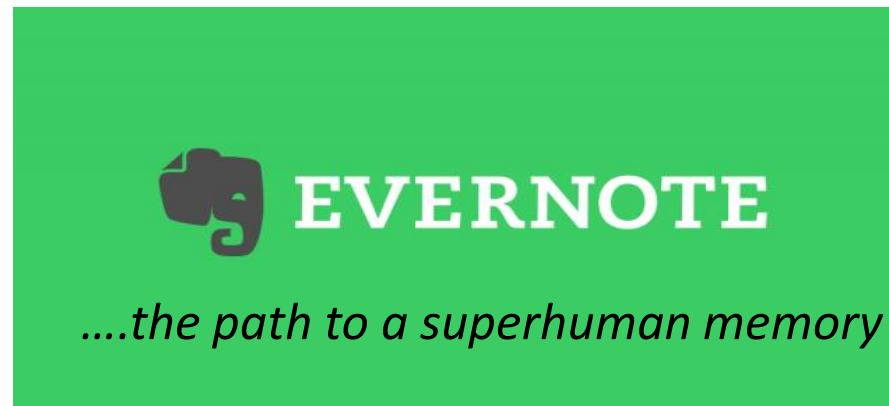
Emails that I want to read when I get the time (right). Once I read it, I'll then remove it from the Inbox.

- **Sticky Items:**

Emails that I can't explain why I don't save them to an archive folder, or delete them. I may just want to be reminded to pursue the concept, or I'm just afraid I'll forget the idea if I archive/delete it.

I was that person!

- To do lists, emails in inbox, post it notes, notes from meetings, photos of presentation screens, messages random people give me as I'm walking around the school
- And juggling these led to a lot of stress and some errors as my memory failed me
- So, I started my personal search for a solution that would work for me.....





is a repository for stuff.....

- Emails
- Webpages
- Notes to self
- Photographs of things
- Photographs of documents or notes (and Evernote has a very good search facility with handwriting recognition)
- Business cards



Other features of



- Syncs across all devices (PC, tablet, phone)
- Tags
- Notebooks
- Search facility
- Reminders
- Basic presentation mode
- Merge and embed notes

However, I couldn't really find a way to make it work for me so that I could organise all of the information in Evernote?

Until I stumbled across a website.....

THE SECRET WEAPON



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EVERNOTE

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GTD

A no bs approach to personal productivity

What is GTD?

Getting Things Done is a time management method, described in a book of the same title by productivity consultant David Allen.

It is often referred to as **GTD**.

Getting Things Done
the art of stress-free
productivity
from the New York Times bestselling author
David Allen



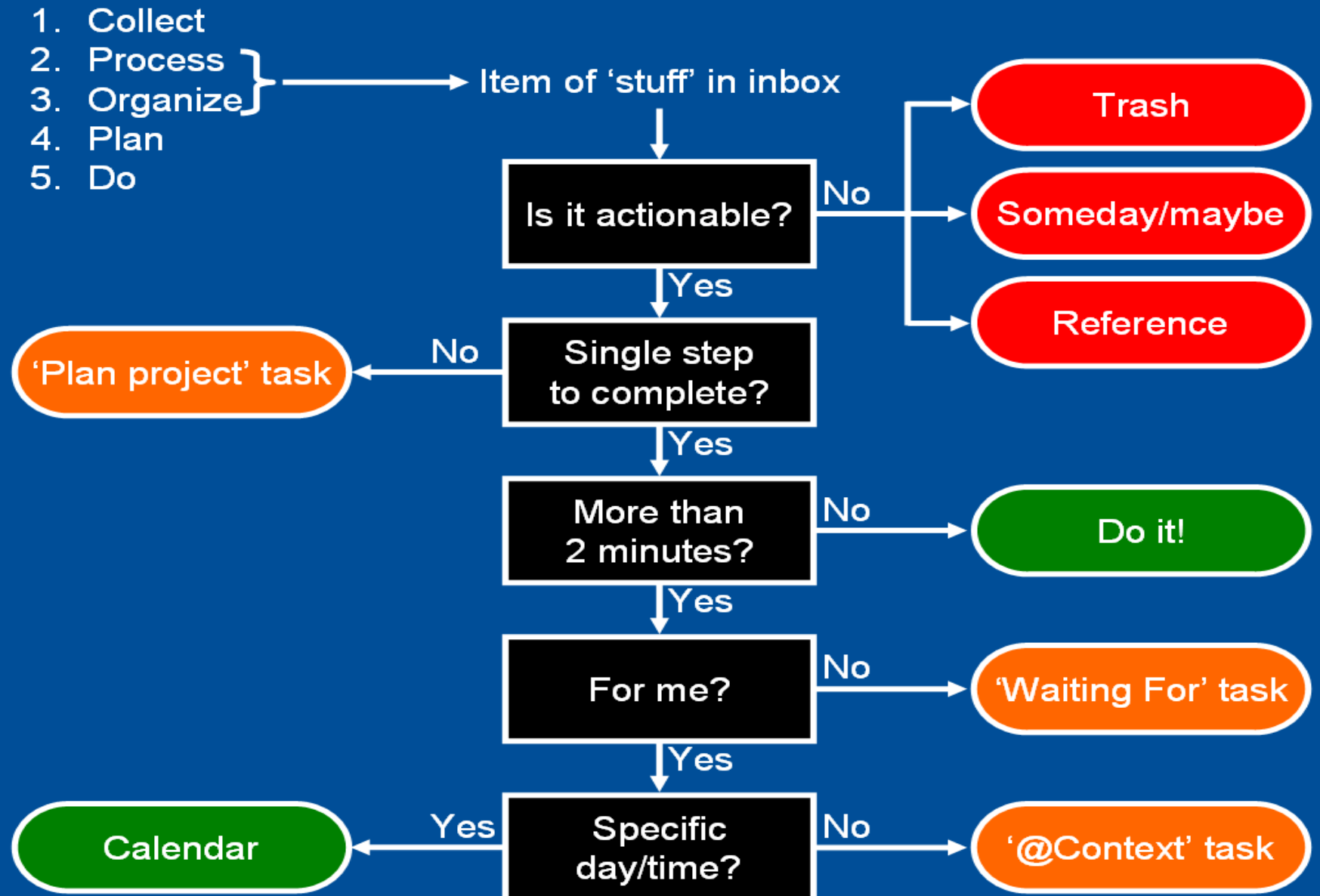
GTD

The **GTD** method rests on the idea of

-moving planned tasks and projects **out of the mind** by **recording them externally**
-then **breaking them into actionable work items.**
-allowing one to focus attention on **taking action** on tasks, instead of on **recalling** them.

GTD: 5 simple steps that apply order to chaos

- **Collect** what has your attention
- **Process:** work out what you want to do with it: delete? delegate? do immediately? define the first step needed? keep to read or for information?
- **Organise:** put it in the place or places where it belongs
- **Plan/reflect:** review your lists regularly and clear out
- **Do:** do what needs to be done



Process

- Download  on all of your devices

- Set up a basic account

Prepare  in the following way:

I would suggest creating 4 Notebooks (like a filing cabinet):

- Inbox
- Action pending
- Completed
- Reference

Tags

The real power of Evernote is the tags

The Secret Weapon suggest a specific initial set of tags which will then develop as you use the system.....

Tags should cover the following areas:

- .When
- .What
- .Who
- .Where

When tags

!Daily

1-Now

2-Next

3-Soon

4-Later

5-Someday

6-Waiting

.What tags

Active Projects

.Inactive Projects

Read/Review

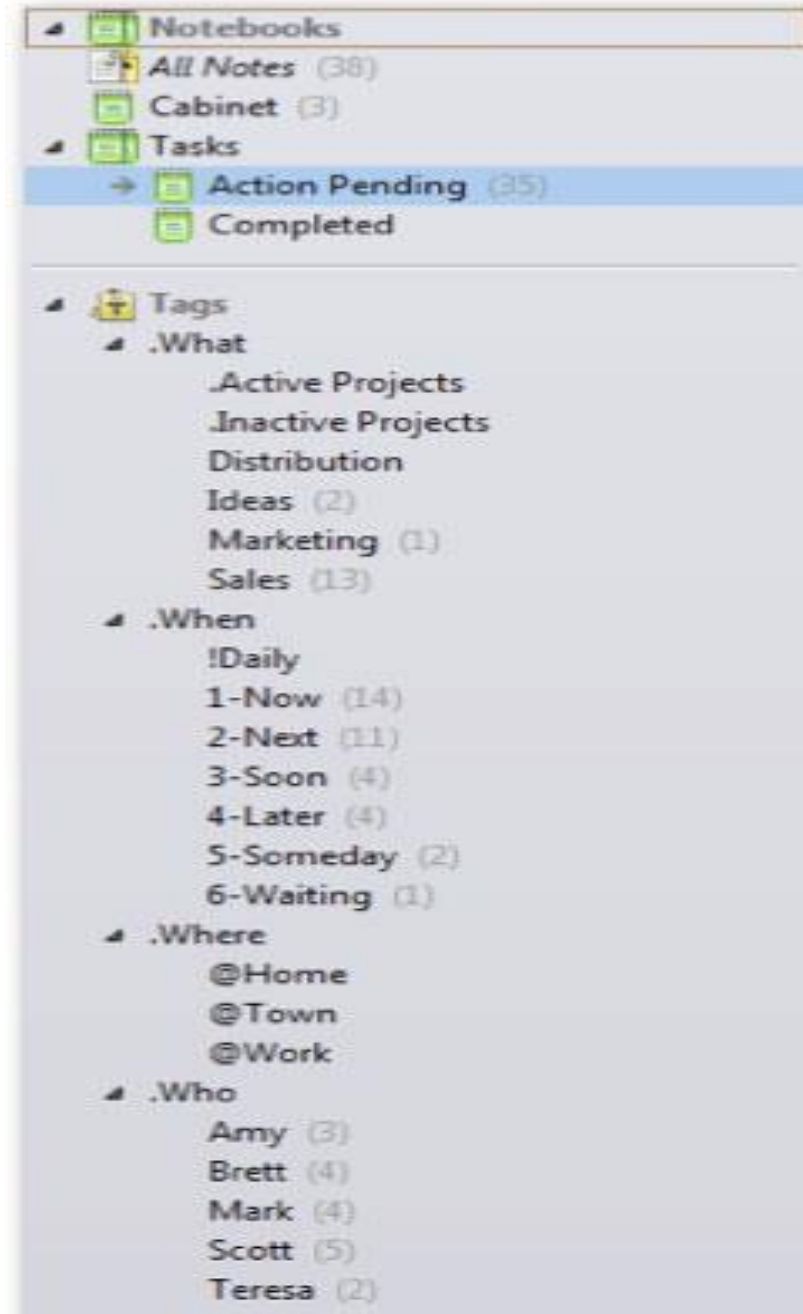
.Who tags

A tag for all of the key people you interact with, manage, have meetings with.....

.Where tags

A tag for all of the main meetings you are involved in
(e.g. teachers meeting, admin team meeting, management team meeting).....

To make it easier to organise your tags, you can “nest” each type of tag under a heading tag (e.g .What, .When, .Where .Who)



I hope this will all become clearer
when I show you my actual Evernote
and we see some examples of how
this works

My main tip

Commit!!

This will only really work if you make
Evernote the only place where you put
information.....

Useful links

Evernote <https://evernote.com>

Getting things done www.gettingthingsdone.com

The Secret Weapon www.thesecretweapon.org

Thanks for listening!

Do you have any questions?

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