

Notation overview

1 / 1

27 / 2 - 16

INTRODUCTION

This note taking system is for taking efficient notes during meetings, and for taking continuous notes during a day of work. It can be used for specific projects, or as a general list depending on your needs. It's meant to be used as an underlay and written by hand. I find it most efficient to start a new list for each day to automatically build in a timeline when going back and reviewing a project, and seeing how old the different tasks have become which have not yet been resolved. As relevant, the resolve date can be written beside the note.

ITEMS

- This is the top level of a note
- Each note can be on one line, or more lines, depending on detail level. Try to stay on maximum two lines.
- This is a sub-note.

Instead of a square, shorthand symbols can be used to show note type.

Q Question: a question which needs to be answered. Leave lines open for the answer. Answer starts with =>

=> (here the answer goes once you have the answer either from eg asking someone, searching for the answer on Internet, or finding it in your previous material.)

A Action: you need to perform an action or ensure that something happens, e.g. book a meeting, call someone, add details to a report.

I Information: informative text or note, no action needed
! or NB. Used to mark especially important information

MARK AS CLEARED

All the different types of items including , **Q**, **A**, **I**, **!** are marked cleared using the same symbols.

- Item is done
- Item is done as all subitems are done
- Subitem 1 is done
- Subitem 2 is done
- This item is no longer relevant and is being removed without further action.
- This item has been moved to another list or is a duplicate which is already present on another list.

