

OneNote

THE ULTIMATE GUIDE ON HOW TO USE
MICROSOFT ONENOTE
FOR GETTING THINGS DONE



CHRIS WILL

Getting Things Done With Microsoft Onenote

Antony Johnston



Getting Things Done With Microsoft Onenote:

OneNote GTD James Heer, 2016-02-12 Using OneNote to Improve Your GTD System OneNote is a computer program from Microsoft that is used to gather different information as well as perform multi user collaboration This program gathers notes web clippings audio files and virtually all types of information on the internet This is the perfect tool that you can use if you want to improve the Getting Things Done system not only at work but life in general The benefit of using OneNote is that it makes it very easy for you to organize files and eventually make decisions Using OneNote to improve your GTD system is easy but if you are new getting a little help can be downright important thus this book This book will serve as your guide about using OneNote for GTD With this book you will be able to learn about the following Understand the basics of OneNote and GTD Chapter 1 discusses about the five pillars of GTD and how they all relate to OneNote This chapter also discusses about the features of OneNote its advantages as well as getting started using this app Chapter 2 discusses how to use OneNote to achieve the principles of Getting Things Done This chapter will discuss a lot of great tips on how to set up your OneNote so that it can help you achieve a good GTD system Lastly Chapter 3 discusses about more technical tips on using OneNote for GTD Surprisingly OneNote does not require you to memorize a lot of shortcut keys But it always helps to find out how to use OneNote using shortcuts With this book you will be able to know more about how to use OneNote to achieve good GTD system OneNote GTD is a great way to improve your performance at work by helping you keep track of your tasks Keep track of your task and let OneNote GTD do it for you

Getting Things Done the David Allen Way with Microsoft OneNote, Second Edition David Negrette, 2014-02-09 Microsoft OneNote is a powerful software tool for list management free form information gathering and multi user collaboration David Allen s Getting Things Done system as described in his book Getting thing Done The Art of Stress Free Productivity has powered a generation of achievers Combined they may very well be the most powerful productivity platform ever assembled Getting Things Done the David Allen Way with Microsoft OneNote will show you how to use this potent combination to get more done than ever before Here s what you ll get Some best practices for Getting Things Done A brief introduction to OneNote How to apply GTD to OneNote An overview of the common GTD lists How to manage your Next Action lists in OneNote How to complete projects with Action Lists How to create an inbox in OneNote Tips on reviewing your GTD lists How to manage your actionable email How to get your inbox to zero Tips on what belongs on your calendar and what doesn t How to store reference information in OneNote How to use OneNote with SkyDrive How to collaborate in GTD with SkyDrive Visit Shergood Publishing at www.shergoodpublishing.com

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use OneNote Most importantly some essential and fundamental tips have been detailed at the end of the book which tells what tricks should be used by a person in order to increase the productivity of the work and achieve more efficient results This book will prove to be a good guide to learn about the recently invented app OneNote which has gained a lot of attention and is growing rapidly Here is a preview of what you ll learn Getting Started with OneNote Working with Files and People Adding Outside Content Using Graphics Drawing and Integration Tips and Tricks to Increase Your Productivity with OneNote

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