5. Notes: Taking Notes Effectively

🎥 Watch

In this video, you will learn…

- **Mindset Shift:** Differentiate between actionable tasks and "non-actionable" reference information, so you can preserve the best of the vast amount of knowledge you consume.
- **Intro to Digital Notetaking**: Discover the advantages of digital notetaking over traditional paper notes.
- **Organizing Digital Notes**: Learn to designate an "inbox" for incoming notes, use capture tools to efficiently gather content, and create folders or tags based on active projects for better organization.
- **Linking Actionable and Reference Info**: Learn how to link information together using internal and external links to optimize efficiency and clarity.
- **Practical Application**: Practice basic features in your notetaking app, such as quickly capturing information from various sources and managing your notes inbox.

If the embedded video above does not play for any reason, click here to open and watch the video in your browser.

🛠️ Recommended Apps & Tools

We recommend picking a notes app that suits your needs with the help of this video series and/or this blog post.

Here are the most commonly used options:

- Evernote: Tiago's preferred notetaking app. Remember everything and tackle any project with your notes, tasks, and schedule all in one place.
- Notion: A workspace that adapts to your needs and that you can share with your team. Ideal for docs, wikis, and projects.
- Apple Notes: Apple's default notes app allows you to capture a quick thought, create checklists, sketch ideas, and more. With iCloud, you can keep your notes updated across all your devices.
- Google Keep: Free with a Google account. Capture notes, share them with others, and access them from your computer, phone or tablet.
- Microsoft OneNote: A cross-functional notebook you can organize into sections and pages. Revise your notes with type, highlighting, or ink annotations. Available across all your devices.
- Obsidian: A powerful knowledge base ideal for power users that stores your data in a local folder of plain text files. Making and following connections between ideas is frictionless.

🤸 Your Turn

Open your POP Workbook and complete the steps outlined in Lesson 5.

🚀 Share

Click or tap the "Comments" icon in the upper right side of this page to open the comments section in the right sidebar.

- **Share your notes app:** Which digital notetaking app did you choose and why?
- **Share a win:** What's one change or benefit you've noticed after transitioning to digital notetaking?

🗃️ Additional Resources

The best way to organize your notes app (and even your entire digital life)

I've created the PARA Method – a simple, intuitive system to find any information right when you need it.

- [Read an introduction to the PARA Method on my blog](#)
- [Order my book *The PARA Method*](#)