

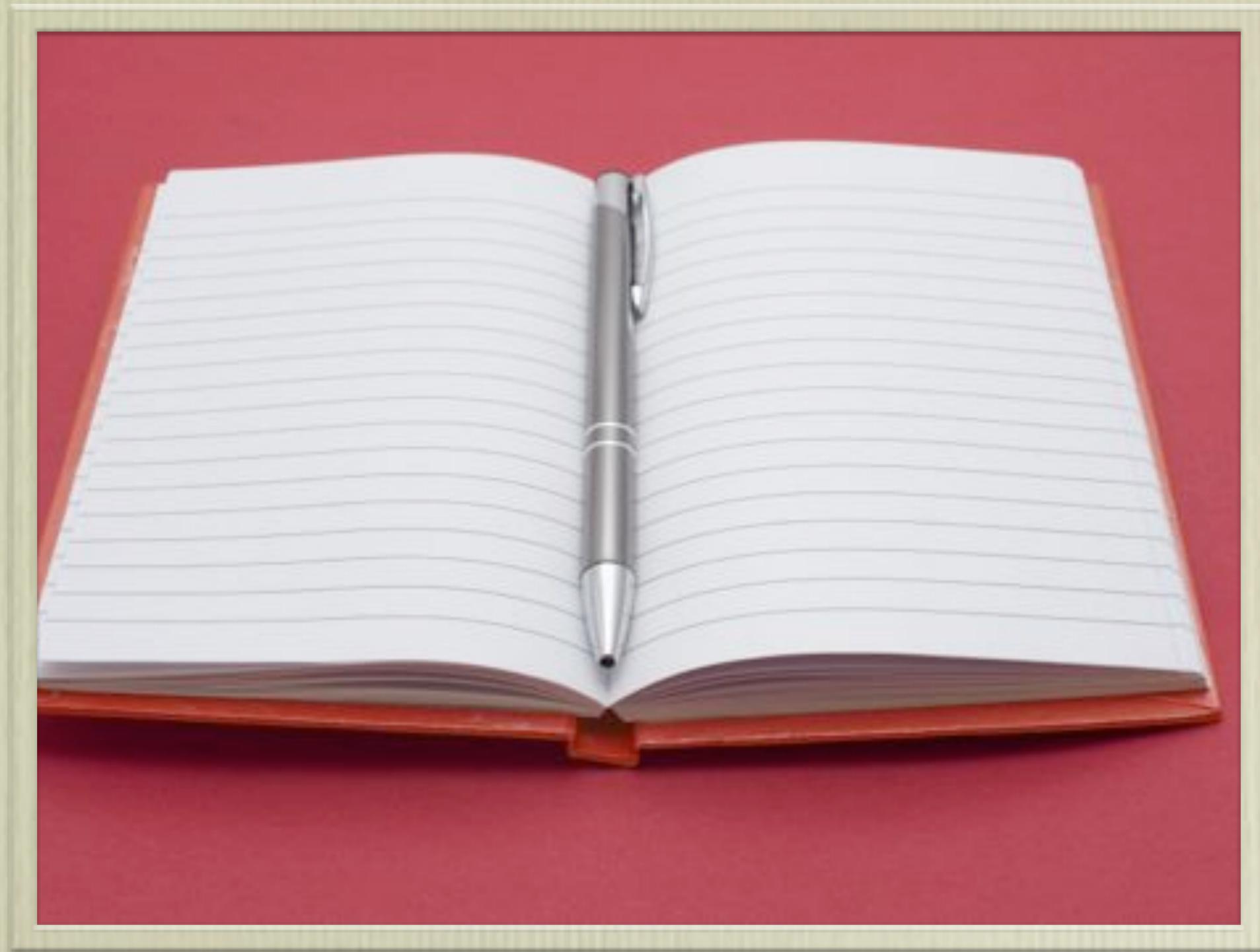
SITW

Note Taking Seminar



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When we will take a Note?

When and How we take a Note?

- When we hear: classes, talks, quotes...
- When we read: books, articles, web, e-mails...
- When we see: charts, whiteboard, labels...
- When we get: notifications, invitations...
- When we think of: thoughts, ideas...
- When we plan: tasks, dates...



Why we will take a Note?

Why we will take a Note?

- Capture an information => To remember or reuse the information at a later time
- Capture a task => To remember and prioritize the tasks we need to do
- Capture a thought or an idea => To reflect or to develop ideas in our lives
- Capture an experience => To accumulate our experiences for our future growth



What are the common problems of Note taking?

What are the common problems of Note taking?

- Easy to lost the notes we took
- Too many different note locations
- Difficult to find the notes and information
- Difficult to organize, prioritize, and plan
- Difficult to update or append the notes
- No back up



Where my central
Note depository should be?

Where my central Note depository should be?

- **Google** is the place for searching information, knowledge, and experiences of others.
- **Where** we can Build and Search for our own information, knowledge, and experiences?
- In order to have our own personal Data and Knowledge Base, we need to have our own central Note depository

What are the needs for a central Note depository?

- Is there a place that can serve as an External Memory Depository?
 - Easy to access and capture
 - Easy to update and synchronized
 - Easy to find and retrieve
 - Easy to organize and prioritized
 - Easy to share and backup



Which Note taking tools
we can use?

How we take a Note now?

- Memorize in our mind
- Note Pads / Note Books / Papers
- On the Books or Articles we read
- Computers (working / personal)
- Smartphones / Tablets
- In order to create my personal note depository, do I need to give up any of the above?



Remember everything.



Capture anything.

Save your ideas, things you like, things you hear, and things you see.



Access anywhere.

Evernote works with nearly every computer, phone and mobile device out there.



Find things fast.

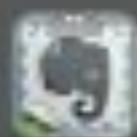
Search by keyword, tag or even printed and handwritten text inside images.



GET EVERNOTE, IT'S FREE ►



Skitch ►



Web
Clipper ►



Evernote
Hello ►



Evernote
Food ►



Evernote
Clearly ►



Evernote
Peek ►

A Candidate Tool: Evernote

- Can be accessed from a computer, a tablet, a smartphone, or a browser with internet.
- The notes are stored and synchronized in a secured cloud notes depository
- Supports various note formats and feeds
- Supports various organizing, searching, and sharing mechanism
- Free for basic usage and storage



How to use Evernote for my
Note taking?

What is the basic concept in Evernote?

- Like notes in the real world:
 - Notes
 - Notebooks (contain notes)
 - Stacks (of notebooks)

SHORTCUTS

- To Do for Andrew
- To Do Current Services
- TP: Symbol to Copy
- TP: Personal Info

Notes 1007

- To Be Processed 140
- To Do Notes 10
- Top Notes 11
- Calendar
- Learning
- Action Journal 20
- Bible Reading 1
- Daily Bread Note 10
- Lecture Note 21
- Personal Note 10
- Quiet Time 10
- Sharing Review 20
- Theology 1
- Worship
- Writing
- Web
- Article
- Books
- Information
- Personal
- Reading Fellowship
- Figure
- Shared
- Book 1
- Team 10
- Tag

+ @MOCC 10

- AD: Daily Bread Proverbs
2/5/13 Prayer Prayer should be our first response rather than our last resort. When you can't be there, you can help throug...
- AD: 13-02-07 Stranded
2/7/13 **Difficulty** Stranded February 7, 2013 -- by Jennifer Benson Schultz Re...
- AD: 13-02-06 By Our Deeds
2/7/13 **Build Up** By Our Deeds February 6, 2013 -- by Marvin Williams Read: Matthew 23:23-28 Even a child l...
- AD: 13-01-08 Where Sinners Go
2/5/13 **★★★★★** **Church** Where Sinners Go January 8, 2013 -- by Dave Benson Read: Romans 8:8-13 God dem...
- AD: 07-01-22 What God Owes Us
2/5/13 January 22, 2007 Read: Colossians 1:3-14 Walk worthy of the Lord, fully pleasing Him. -- Colossians...
- AD: 07-01-26 Into The Desert
2/5/13 **Difficulty** January 26, 2007 Read: Exodus 15:22-27 I am the Lord who feeds you. -- Exodus 15:26 After th...
- AD: 06-07-12 Gift
2/5/13 June 7, 2006 Read: 1 Corinthians 12:12-31 As each one has received a gift, minister it to one another, as good stew...
- AD: 13-01-30 Unstoppable
1/30/13 Unstoppable January 30, 2013 -- by Julie Ackerman Link Read: Numbers 20:10-34 The Lord opened Ba...
- AD: 13-01-26 Story Time
1/30/13 Story Time January 26, 2013 -- by Joe Stewart Read: 2 Corinthians 3:1-11 You are an epistle of Christ ... written...
- AD: 13-01-22 Choose Your God

AD: 13-02-07 Stranded

Stranded

February 7, 2013 -- by Jennifer Benson Schultz

Read: Genesis 39:21-23
The Lord was with Joseph and showed him mercy. -- Genesis 39:21

Traveling by bus from Memphis, Tennessee, to St. Louis, Missouri, typically takes about 6 hours--unless the bus driver leaves you stranded at a gas station. This happened to 45 passengers aboard a bus who waited 8 hours overnight for a replacement driver after the original driver abandoned them. They must have felt frustrated by the delay, anxious about the outcome, and impatient for rescue.

Joseph probably shared those feelings when he landed in prison for a crime he didn't commit (Gen. 39). Abandoned and forgotten by any human who might help him, he was stranded. Still, "the Lord was with Joseph and showed him mercy, and He gave him favor" (v.21). Eventually, the prison warden promoted Joseph to oversee fellow inmates, and whatever Joseph did, "the Lord made it prosper" (v.23). But despite God's presence and blessing, Joseph remained incarcerated for years.

You may be stranded in a hospital room, a jail cell, a country far from home, or your own inner prison. No matter where you are, or how long you've been there, God's mercy and kindness can reach you. Because He is God Almighty (Ex. 6:3) and present everywhere (Jer. 23:23-24), He can protect, promote, and provide for you when it seems no one else can help.

Dear God, help us to remember
Your presence and power even when
we are not where we want to be in life. Remind us
to reach for You when no one else can reach us.

God is present—even when we feel He is absent.

How to Capture Notes in Evernote?

- Type (or Write)
- Copy and Paste
- Capture from Web page (Web Clipper)
- Send in through e-mail
- Take a photo or a voice memo
- Attach a photo, a figure, or any format of files

How to Synchronize Notes in Evernote?

- Your Notes are stored locally on your personal computer
- Your Notes are stored partially and optionally on other devices
- Use synchronize function, they can be accessed or synchronized with your notes stored in Evernote cloud notes depository

How to Organize Notes in Evernote?

- The organization of the notes is based on the needs for Browse, Search, and Sharing
- Using traditional hierarchical structure
 - Notes
 - Notebooks (contain notes)
 - Stacks (of notebooks)

How to Tag Notes in Evernote?

- Tag is a new way of organizing notes
- A Note only can located in one hierarchical structure but can have multiple Tags
- We then can browse or search Notes based on the Tags

How to Tag Notes? (Examples)

- Action Related
 - To Act, To Process, To Read, To Develop, To Review, To Pray...
- Purpose or Category Related
 - For Work, For Service, For Hobby
- Group Related
 - @NCSU, @RCCC, @CCMC

How to Tag Notes? (More Examples)

- Topic or Subject Related
 - ^Prayer, ^Faith, ^Family
- Time Related
 - In Today, In Days, In Weeks, In Months
- Ranking Related
 - *★★★★★

How to Find Notes/Text in Evernote?

- Browse through hierarchical structure (Stacks, Notebooks, Notes)
- Sort the Notes based on Title, Dates, Size, etc.
- Search Notes by Text in All Notes, in A Notebook, or Notes with A Tag
- Find A Note by Locations
- Search through complex search formula (which can be saved and reuse)

How Secure is my notes in Evernote Note depository?

- Evernote's Three Laws of Data Protection:
 - Your Data is Yours
 - Your Data is Protected
 - Your Data is Portable
- The Text in the Evernote can further be encrypted.



How to let Note taking
change your life?

How to let Note taking change your life?

- Not only take note of our tasks and ideas but also reflect on them and plan what changes or what actions can be taken to improve our lives
 - Remember / Identify
 - Prioritize / Planning
 - Action / Implement
 - Review / Improve

Note Taking Schema

- Break down note taking into three different stages:
 - Capture Stage (Anytime)
 - Process Stage (Daily)
 - Review Stage (Weekly)

Reminder for Capturing Notes

- “We take a note so we can _____!”
- “We take a note so we can **Forget!**”
- Not to “**Remember**” but to “**Forget**”...
- We can “Forget” it and focus on something more important now because we can “Remember” it later...

First Stage: Capture Notes

- Use paper, paper notebook, smartphones, tablet, or computers to capture notes **Anytime**.
- Capture any ideas, thoughts, tasks, quotes, key words, images, photos, PDFs, voice memos, etc. into notes without trying to format or organize it.
- These draft notes should be on papers or in Evernote General Notebooks (equivalent to Inbox for an e-Mail account).

Second Stage: Process Notes

- Set aside a certain time **Daily** to process these draft notes.
- Process the notes in Evernote with more details, highlighting formats, additional ideas, or future actions.
- Assign associated tags and move the notes into proper Notebooks.
- Tear off or cross out the draft paper notes that have been processed.

Reminder for Processing Notes

- When you process your notes, it's a good time to identify your tasks and actions.
- “We _____, we _____, then we _____!”
- **Think, Feel, Act...**
- We process notes and think. We feel and reflect on them. Then we **identify our action plans** based on what we think and feel.

Reminder for Reviewing Notes

- Practice makes it perfect?
- Practice makes it permanent!
- Practice “right” makes it perfect
- We need to have a reviewing process for all of our actions to improve them.

Third Stage: Review Notes

- Go through the notes with “To Review” tag **Weekly** to see if there is any follow up or updates needed to be documented.
- Associate the note with action or review tags if needed.
- If there is no more further review is needed, untag the “To Review” tag.

Tips and Examples for To Do List

- Use Check List format and associate links
- Distinguish **Time** (in sequence) and **Importance** (by color coding)
- Migrate items from To Do List to Activity Log or Weekly/Monthly Report for archiving or reporting purpose
- Apply and select Action Tags to identify different to do activities

When we take a note in our Christian Life?

- Scripture Reading / Quiet Time
- Sermon / Message
- Book or Article Reading
- Spiritual Journal
- Prayer List / Fellowship Note
- Prioritization to reflect Godly Value

What is a common problem in Christian Note Taking?

- Only focus on now but not reflecting the past or aiming for the future
- No Reflection or Lesson Learned related to ourselves: Forgotten experiences are worthless
- No Action Plan: Without implementation, all our Bible studies are worthless
- No Review or Follow Up for our Action Plans

From The Purpose Drive Life

- The best way... is to always write out an action step as a result of your reading on God's Word.
- This action step should be personal (involving you), practical (something you can do), and provable (with a deadline to do it).
- Every application will involve either your relationship to God, your relationship to others, or your personal character.

Tips and Examples for Christian Note Taking

- Using the Following Templates
 - Spiritual Journals
 - Meeting / Message Notes
 - Fellowship / Caring Notes
 - Prayer Lists
 - Book Reading Notes

Tips and Examples for Notes Sharing

- Use Notes sharing for book reading fellowship



What's Next?

What's Next?

- Download and Install Evernote Application / App and Sign Up for an account
- Start to take notes or migrate your notes.
- Try it out by organizing your Notebooks, assigning the Tags, and searching your contents.
- Also use it for identifying / prioritizing your tasks, review your actions, develop your ideas, and accumulate your experiences.

What's Next? (Continued)

- There is no one right way for note taking...
- If there is, the only right way is the way that can let's continue to take notes...
- Start to build up your personal notes depository today...