

# The Basics of How to Use the Getting Things Done System with Evernote

The Getting Things Done (GTD) system is a popular productivity method that helps you to capture, organize, and track your tasks and projects. It was developed by David Allen, a productivity consultant and author. The GTD system is based on the idea that by getting everything out of your head and into a trusted system, you can free up your mind to focus on what's important.



## All About Evernote: The Basics Of How To Use The “Getting Things Done” System With Evernote

★★★★★ 5 out of 5

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Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Word Wise : Enabled  
Print length : 29 pages  
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Evernote is a popular note-taking and productivity app that can be used to implement the GTD system. Evernote has a variety of features that make it ideal for GTD, including:

- \* The ability to create notebooks, stacks, and tags to organize your notes \*
- The ability to attach files, images, and web pages to your notes \*
- \* The ability

to search your notes for keywords and tags \* The ability to share your notes with others

In this article, we'll show you the basics of how to use the GTD system with Evernote. We'll cover how to capture your tasks and projects, how to organize them, and how to track your progress.

## **1. Capture Your Tasks and Projects**

The first step in the GTD system is to capture your tasks and projects. This means getting everything out of your head and into a trusted system. You can do this by using Evernote's note-taking features.

To create a new note, click on the "New Note" button in the top left corner of the Evernote window. You can then type in your task or project. You can also attach files, images, and web pages to your note.

Once you've created a note, you can add it to a notebook or stack. Notebooks are used to organize your notes by topic. Stacks are used to organize your notebooks.

You can also add tags to your notes. Tags are used to categorize your notes. This makes it easy to find your notes later on.

## **2. Organize Your Tasks and Projects**

Once you've captured your tasks and projects, you need to organize them. This will help you to stay on top of your work and to make sure that you're not forgetting anything.

You can use Evernote's notebooks, stacks, and tags to organize your tasks and projects. You can also use Evernote's search function to find your notes later on.

Here are some tips for organizing your tasks and projects in Evernote:

\* Use notebooks to organize your notes by topic. For example, you could create a notebook for your work tasks, a notebook for your personal projects, and a notebook for your hobbies. \* Use stacks to organize your notebooks. For example, you could create a stack for your work-related notebooks, a stack for your personal notebooks, and a stack for your hobby notebooks. \* Use tags to categorize your notes. For example, you could tag your work tasks with the tags "work," "project," and "deadline." \* Use Evernote's search function to find your notes later on. You can search for keywords, tags, and notebook names.

### **3. Track Your Progress**

The final step in the GTD system is to track your progress. This will help you to stay motivated and to make sure that you're making progress on your goals.

You can use Evernote's task lists to track your progress on your tasks and projects. To create a task list, click on the "Task List" button in the top left corner of the Evernote window. You can then type in your tasks.

Once you've created a task list, you can check off the tasks as you complete them. You can also add due dates to your tasks. This will help you to stay on top of your deadlines.

Evernote also has a variety of other features that can help you to track your progress. For example, you can use Evernote's notes to keep track of your daily and weekly goals. You can also use Evernote's calendar to track your appointments and deadlines.

The GTD system is a powerful productivity method that can help you to get more done in less time. By using Evernote to implement the GTD system, you can capture, organize, and track your tasks and projects in a way that is easy and efficient.

If you're looking for a way to improve your productivity, I encourage you to give the GTD system a try. With Evernote's help, you can implement the GTD system in a way that works for you and helps you to achieve your goals.



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