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# Getting Things Done With Evernote



## Synopsis

Implementing David Allen's™ Getting Things Done (GTD) methodology in Evernote is a double-edged sword. On one side it is a wonderful way to really customize exactly how your trusted system works. On the other hand, because Evernote is not an out-of-the-box GTD system, getting things done in Evernote can mean the time to set it up. For some, this alone is enough to deter them from wanting to use Evernote for GTD. But it doesn't™ have to be. As an Evernote user since 2008 and an avid GTD™er since 2002, this book is an actionable exploration into my GTD implementation in Evernote. Since merging GTD workflow into Evernote, I™ve been able to stop the constant productivity app jumping to find that "perfect app" and stick to a single ecosystem that not only handles all of my reference material from years of Evernote-usage but also allows me to stay productive by managing all of my day-to-day tasks as well.

**Part I: Basic Evernote concepts** If you are brand new to using GTD with Evernote, this is where you should start reading the book. Start by looking at what Evernote is and what it is not. In so doing, we can set the expectations of what you™ll be able to get out of Evernote.

**Part II: Getting things done with Evernote** This is a very in-depth explanation of the tools and methods to get things done in Evernote.

**Part III: How I get things done with Evernote (and you can, too)** This section is the fastest and most-straightforward explanation of my GTD usage in Evernote. It is geared towards advanced GTD™ers and advanced Evernote users. In here, we™ll go through my day-to-day process of how I get things done with Evernote in a manner that will allow you to get things done in Evernote also.

## Book Information

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## Customer Reviews

The concept of using Evernote to implement GTD (Getting Things Done) has completely changed my life for the better. I tried to implement GTD years before using a variety of pieces of paper, notebooks, iPad apps, online programs, etc. All failed because I had to take another step to make the To Do list or move the information where I needed it. I didn't capture everything I needed or wanted to do because it took too much time. The brilliance of Evernote is two fold: 1) you email your item into the correct category (Evernote calls them Notebooks) so you don't have to cut and paste or type into another program and 2) Evernote stays current on all your devices: iPad, iPhone, laptop, etc. This is fantastic! Most of my "to dos" come by email so by emailing them to the right category in Evernote I can empty out my email Inbox and my stack of papers at home of things to do and really get organized. Wow, has that given me incredible peace of mind and has markedly improved my productivity. I used to keep all kinds of things in my Inbox: stuff I was waiting on others to act on, stuff I wasn't sure I wanted to do, etc. Now I can put all that in the right place. This allows me to empty my Inbox so I don't miss any urgent issues that I really need to take care of! You can enter To Dos and notes directly in Evernote, but being able to load things into Evernote from my email Inbox has been the life saver for me. I have found the following changes the most useful:- Having a "Waiting" notebook. I email Evernote into "Waiting" and then I know the items I am waiting on others for action.- Having a "Home Now" notebook. For the items I need to do soon at home.- Having a "Work Now" notebook.

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