

UNDATED NOTEBOOK

My Quiet Notes

A quiet place to begin again.

DEVICE

iPad 11-inch / Goodnotes

NOTE PAGES

48

NAVIGATION

Linked chapters

A LIBRARY FOR THINKING

CAPTURE

Loose thoughts and observations

MEETINGS

Agenda, decisions, and owners

READING

Ideas, evidence, and application

PROJECTS

Context, decisions, and next actions

IDEAS

Questions, assumptions, and experiments

FORMATS

Cornell, ruled, dot-grid, and open

INCLUDED

48 purpose-built pages - 6 capture formats - linked notebook index

Undated - reusable - designed for handwriting and retrieval

CAPTURE

Quick Capture 01

Catch the thought quickly, then give it enough context to become useful later.

TITLE / SUBJECT	DATE / TIME	SOURCE / CONTEXT

THOUGHTS / OBSERVATIONS

WHY IT MATTERS / WHAT IT CONNECTS TO	NEXT ACTION / WHERE IT BELONGS

TAGS	REVIEW / FILE DATE

MEETINGS

Meeting Notes 01

Leave with shared understanding: what was discussed, what was decided, and who owns what.

MEETING / PURPOSE	DATE / TIME	LOCATION / LINK
ATTENDEES		FACILITATOR / NOTE OWNER
AGENDA / DESIRED OUTCOME		
DISCUSSION NOTES		
DECISIONS / AGREEMENTS		
ACTION / FOLLOW-UP	OWNER	DUE

READING

Reading Notes 01

Record the author's argument in your own words, then connect it to what you already know.

TITLE / AUTHOR 	TYPE / SOURCE 	DATE / PAGES
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CENTRAL QUESTION / SUMMARY IN MY OWN WORDS

KEY IDEAS / EVIDENCE / EXAMPLES

QUESTIONS / CONNECTIONS / DISAGREEMENTS

QUOTES / REFERENCES WITH PAGE NUMBERS

APPLICATION / WHAT I WILL REVISIT

Use cues to retrieve the main notes, then finish by writing a concise summary in your own words.