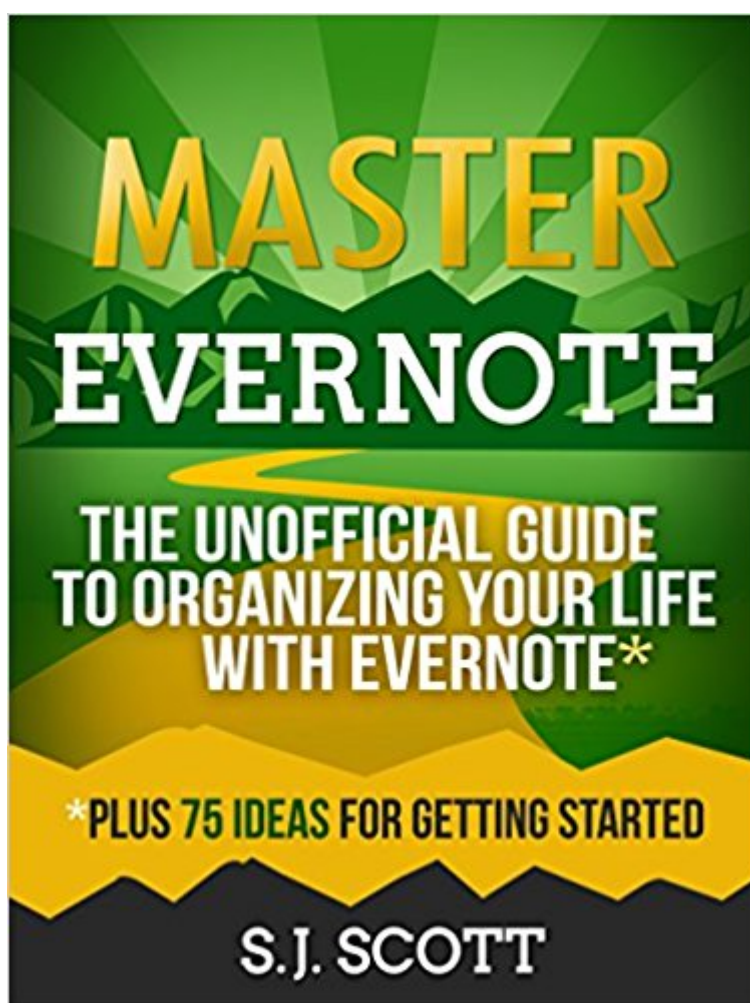


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# Master Evernote: The Unofficial Guide To Organizing Your Life With Evernote (Plus 75 Ideas For Getting Started)



## Synopsis

Learn How a Simple App Can Organize Your Life Do you have way too much on your plate? Start getting things done with ease using S.J. Scott's actionable guide that has over 100 five-star reviews! Between work, TV, social media, and advertising, life feels too crazy to keep track of what's truly important. Organizing ideas and taking action seems impossible in a noisy, busy world. Finally, there's a way to fix this problem without breaking the bank: The Evernote App. Evernote is the Solution to "Life Clutter" You used to need a complex filing cabinet system and top-notch organizational skills to keep up with all your "life clutter." You hoped to organize your important facts, thoughts, and ideas through a series of notebooks and scraps of paper. When you learn how to use Evernote, however, you can leave those disorganized days in the past. Evernote is both the perfect idea capturing mechanism and a place to store all of your important thoughts, documents, and future plans. In S.J. Scott's latest habit book, Master Evernote, you'll learn how to replace your old outdated system and move into the future of organization. Introducing Master Evernote - The Unofficial Guide to Organizing Your Life With Evernote S.J. Scott's Master Evernote will teach you how to make Evernote an essential part of your everyday life. Inside the book, you'll learn the basics of the tool, a framework to develop the "Evernote Habit" for organizing your daily activities, and a wide range of advanced tools and tactics. Here's What You'll Learn: Evernote for Beginners: 4 Reasons to Use Evernote, Basic Features, Tagging, and Notebooks Evernote Mastery: Advanced Tools like OCR, Automated Email Delivery, IFTTT Recipes, and Web Clipper 15 "Must-Have" Add-Ons to Use with Evernote How to Apply the "Getting Things Done" Method with Evernote 75 Simple Ideas for Getting Started with Evernote And Much, Much More First-time and advanced Evernote users alike love the inspirational and comprehensive Master Evernote for its new tips and tricks, its technical expertise, and its actionable advice. If you like actionable, easy-to-digest non-fiction without the fluff, then you'll love this life-changing book that delivers. Scroll to the top of this page and click the buy button to get your life organized today!

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## Customer Reviews

Before I start, I just want to mention that I received a complimentary copy of this book. However, if I would not have liked this book, I would have said so. With that out of the way, here are my thoughts: I started using Evernote seriously a few months ago, and I found this book extremely helpful. This book is broken down into three sections: 1. How to use Evernote (even if you've never used it before) 2. Advanced Evernote strategies (I loved these) 3. How to use Evernote to organize your life. I was happy to discover that the author likes using tags as much as I do. Now, this doesn't discount notebooks, but I've found them a bit tedious. I find tags faster when I'm trying to find something. But this also assumes that you have a solid tagging system in place. That comes with trial and error. If I'd had this book when I started using Evernote, it would've saved me days. I spent hours browsing the internet trying to find someone who used Evernote in a way that made sense to me. I knew I wanted to use Evernote. I saw the value in it. But I didn't know how exactly to do it. And this problem kept me from using Evernote for years, until I decided to sit down and learn what it was all about. So what did I find most useful in this book? 1. Using tagging more effectively, and planning my tags so that I can actually remember them when it comes time to find what I'm looking for. (This is critical when your Evernote "filing cabinet" grows). 2. Using the search function better by knowing what commands work for what. I already knew quite a few of these, but I found a few more that I didn't know about, such as: Putting a \* after a search. This is especially effective if I've forgotten if a tag of

mine had multiple words or not. For example, if I have a tag on "being yourself" I could type in "tag:being\*" and I'd get any and all tags with the word being in them.<sup>3</sup> Sending emails to my Evernote account and have them turn up with specific tags and in a specific notebook. I knew I could send email to Evernote, but I had never bothered to read up on how to save time by getting the tags done during the actual act of sending the email.<sup>4</sup> How to scan real life documents into Evernote. I didn't know there was an app that could do this, so that's a bonus. But now I know how to not only scan documents with my phone, but how to throw them into Evernote.<sup>5</sup> IFTTT (If This, Then That). A better description is in the book, but this basically allows you to automate tasks. For example, I could set it up so that each time I get an receipt to my email, it gets sent to Evernote. Or each time I star an email, it gets sent to Evernote. The above points are a taste of what I found useful in the Evernote section. In the last third of the book, the author goes into detail on how to use Evernote to organize your life. He shares 75 ideas on getting started with Evernote. Here are a few of my favorite ideas:

1. Go Paperless. I'm a stickler for having things organized. I like to have my receipts, bills and other papers in a folder. But Evernote makes this even easier. It not only saves space, but it makes finding things faster. If I need to find a specific receipt from last year, I can do so within a minute with Evernote.
2. Scan Notes. I sometimes take notes in a real notebook. I now either take a picture of the notes with my phone, or scan them with my phone. Then I send the notes to Evernote. Evernote automatically makes my notes searchable, which again saves oodles of time. I don't know if this was in the book, but some part of it was... I think.
3. Process Checklists. This is simply a checklist for doing something, just like a pilot goes through a checklist before taking off. I use this for writing blog posts, books, creating courses, and technical stuff I tend to forget.
4. Organize Research. I love this idea. Evernote has made it so much easier for me to organize what I learn. I used to save bookmarks, notes on my computer, and things in real notebooks. It was a mess, and I never went back and used anything. Things are different now though.
5. Save Book Highlights. I'm an avid reader. But I never used to take notes or highlight passages in books. Now I do, especially when I read Kindle books. When I'm done with a book, all I have to do is copy and paste my Kindle highlights into Evernote. I can then access them within minutes for when I need to reference something, or review what I learned.
6. Create a Spiritual Guide. You can use Evernote to collect inspiration messages, and I do this with quotes. Whenever I find a quote I like, I throw it into Evernote, and tag it as 'quotes' plus another tag, such as 'happiness' or 'hardship'. Then if I want a quote on happiness, I just search for "tag:quotes tag:happiness". I'll stop there. I think you get my point. I found plenty of value in this book. I didn't find the first section as useful because I was already familiar with Evernote, but the rest was great. I always think a book is worth its salt if I get

one or two things from it that I can use. And in this book I got more than that. Now, don't worry if my review comes off as overly technical. I'm simply sharing what I found useful. Remember, I've been at this for a few months. The beginning of the book helps beginners get started, so you're led step-by-step to the more "advanced" stuff. Although I don't think it is too advanced. Once you see how things work, and once things click, you'll wonder how you ever lived without Evernote. (You'll have to excuse me if this review wasn't well structured. I wrote down notes and thoughts as I read the book, and this is what came out. I hope you found it useful).

I started using EVERNOTE about six months ago. Since then it has proven to be a valuable app that I have been using every day to capture notes on the run, organize files, and of lately, to outline current and future novel projects. BUT, although I was aware of some of the cool functions of the app, until I purchased this book the other day I hadn't taken the time to really "dive into" what it is really capable of. MASTER EVERNOTE shows you all you need to know, and then some. I've read most of S.J. Scott's stuff and, MASTER EVERNOTE is what you would expect from his books: a concise, well-written and informative book that provides value to the reader while adding a level of high quality to everyday living. MASTER EVERNOTE is another book highly recommended that provides the ins and outs of one of the most powerful apps in the market today. MASTER EVERNOTE works well for several reasons. Whether you are a novice to the paperless lifestyle or have been using EVERNOTE for awhile, there is enough info here for everybody. Because I'm a novice and still learning the ropes, I had more gain from it than some of the other more advanced users. Steve Scott takes you through the various functions of the app, from making simple notes to organizing notebooks to creating stacks. If you have various projects on the go [as many people do that requires several steps to complete, EVERNOTE as we learn is just the place to get everything organized. It is basically a central hub for all the stuff in your life to gather and get organized. From simple ideas to PDF documents, audio to photos, it can all be amassed into one central location for easy access no matter where you may be on the planet. It doesn't get any better than that. As a "notebook" addict I have been writing things down for years, and with stacks of notebooks lying around the house, it is easy to "forget" where you wrote down that great idea you had while on vacation at the beach last summer. By implementing the ideas found in this book and making EVERNOTE a daily habit, I have eliminated the addictive need to keep massive amounts of notes hidden everywhere. INTEGRATING THE GTD SYSTEM [MY FAVORITE PART OF THIS BOOK!] I have been implementing DAVID ALLEN'S GTD [Getting Things Done] system for the last two years and absolutely love his

system for organizing everything in your life to reduce stress and boost personal productivity. My favourite part of this book is how it shows us to integrate the two using the EVERNOTE platform. By doing this, you now have a complete "paperless" system to gather, analyze, and take action on anything that comes into your life. This is definitely the highlights of the book. To wrap things up the author gives us 75 ways to use EVERNOTE for many of the daily actions in our lives. By creating habits to take notes, make notebooks, add tags, or using the audio feature you can do everything from novel planning to organizing your next vacation in Fiji. And all without having to use a single piece of paper, which saves time, space and money. Scott Allan

While I have enjoyed some of SJ Scott's other books, this book basically recycles information which you can find in Evernote's own tutorials (which are very intuitive). Not worth the purchase.

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