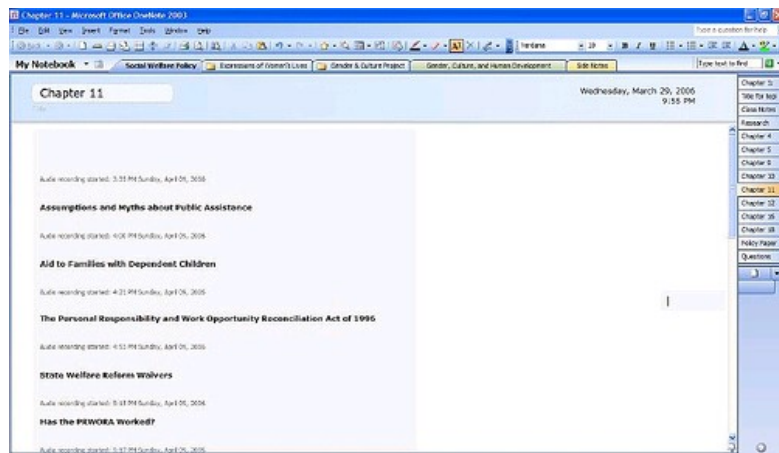


How to Get Things Done with Microsoft OneNote 2007 and Newer Versions

By toonjunkie, eHow User



If you've decided to get to "Zero Inbox" by using David Allen's "Getting Things Done" (GTD) method, you may be looking for ways to do it electronically. This article shows how you can integrate GTD methods with Microsoft OneNote.

Difficulty: Moderate

Instructions

things you'll need:

- Computer
- Microsoft OneNote
- Microsoft Outlook
- Time

1 SETUP YOUR ONENOTE NOTEBOOKS:

On your [Computer](#), open Microsoft OneNote. You'll probably notice it starts with a number of pre-made notebooks already loaded (work, personal, etc). I prefer to start fresh, and close all the pre-existing notebooks by selecting FILE, CLOSE THIS NOTEBOOK. Next, choose FILE, NEW, NOTEBOOK to create each notebook.

Using the "Blank Notebook" template, create the following Notebooks: INBOX, REFERENCE, and ARCHIVE.

2 SETUP SECTIONS IN YOUR NOTEBOOKS:

In your Inbox notebook, create the following new section (by clicking FILE, NEW, SECTION): Inbox. Next, create the following Section groups (by clicking FILE, NEW, SECTION GROUP): WORK PROJECTS and PERSONAL/HOME PROJECTS. In each section group, you will add a section for each Project and then add pages to help you track material related to each project.

In the Reference Notebook, create the following new sections: WORK REFERENCES, PERSONAL/HOME REFERENCES, WORK SOMEDAY/MAYBE, and PERSONAL SOMEDAY/MAYBE. Add new pages for each item of reference.

Optionally, in the "Reference" notebook you can make the suggested categories "section groups" (rather than sections) and within each section group utilize sections to further categorize your References/Maybes.

3 GET THINGS DONE (GTD):

Begin stepping through David Allen's process detailed in "Getting Things Done." As you go through your purge, add new pages for each of your "things" into the Inbox section of your Inbox notebook.

Non-actionable items go into your Reference notebook, as new pages in a "reference" or "maybe" section.

Actionable items become projects, and you create a new section for each project inside the appropriate section group. On the top page in each project section, I typically keep my "Next Action" items.

4 INCREASE YOUR GTD EFFECTIVENESS:

Remember, OneNote has powerful tagging and search functions. It also has quite a bit of integration with Microsoft Outlook.

I typically tag my "Next Actions" with a "to-do" checkbox (by clicking INSERT, TAG, TO-DO). This way I can track all my next items by clicking INSERT, TAG, SHOW ALL TAGGED NOTES.

For items which are time or date sensitive, I link into my Outlook calendar by clicking TOOLS, CREATE OUTLOOK ITEM, CREATE OUTLOOK APPOINTMENT. You can also create time-based Outlook Tasks by clicking INSERT, OUTLOOK TASK, and then selecting the appropriate timeframe.

Tips & Warnings

- Don't worry about getting your notebooks setup right the first time. You can easily move pages/sections between notebooks by right-clicking the section or page and selecting "Move" or "Move Page To."
- Feel free to explore and experiment with OneNote to find a method that works for you.
- OneNote will be included with all versions of Microsoft Office 2010, making this a great tool to use with the GTD method in the future.

Resources

- [OneNote & GTD Forum on David Allens's Website](#)
- [OneNote & GTD on LifeHacker](#)
- [OneNote & GTD on MW2ML](#)