

OneNote and GTD

How to become a productivity ninja
with OneNote and GTD

Niclas Södergård

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Introduction

The purpose of this book is to give you a walkthrough of my productivity and organization process. I use this process every day to help me focus on what really matters and to perform the best I can.

My process is very much inspired by a book called *Getting Things Done* by David Allen. Writers like Stephen Covey with his *7 Habits of Highly Effective People* and Leo Babauta of *Zen Habits* fame has also been a great inspiration for me. You can find these author's books on e.g. Amazon.com and I recommend that you read a few of them to get a good understanding why these processes are considered best practices today.

I didn't aim to write another theory book about productivity, there are many of those already. This book tries to be more practical. It tries to answer the question you will have after you have read the books I mentioned above. How do I implement it for myself? What are the pitfalls? How do I get all these tools to work together? A lot of people, myself included, have spent a lot of time fiddling with different tools throughout the years trying to find the perfect combination. There is no such thing. It is an illusion. The only thing that exists is the "it works for me". Playing around with tools and trying to find the perfect solution is the anti-productivity way of working, it is procrastination;

the very thing you are trying to avoid.

I have written this book from that particular viewpoint. It works for me. This is how I work. I believe a lot of these things could work for you too and maybe you could use it as a source of inspiration. I use OneNote and Outlook as the basis for all my work. Those tools are installed on 99% of all work Windows computers today. Outlook is most likely the most used email client in the desktop world. OneNote is a bit of the forgotten cousin that is included in the Microsoft Office package. It is an extremely powerful freetext writing and storage solution. You can send text, pictures, sound or files to OneNote and you can organize them any way you like. Most people don't use it and most people that I have seen only use it for simple text handling, like a powerful filesystem. It is capable of much more and the program is the foundation of my organizational habits.

The book is divided into three parts:

1. The setup - I will describe how OneNote and Outlook is configured for me to make it the most productive solution possible. There are good shortcuts to learn that will save a lot of time in your daily work.
2. Weekly Review - I go through my whole system once every week to ensure that everything is in the right place and that I know what I'm supposed to do.
3. Daily Work - how I work with OneNote and Outlook on a daily basis to ensure that I work on the right things and that I don't miss anything.

When you have finished this short book you should have a great understanding of what is possible with OneNote and how you can use it to implement a GTD process or any other productivity process.

Good luck!