

7/17/09 Sample Notes

These are examples of how I take notes in meetings for max. effectiveness.

- Helps me stay alert
- Provides a record so I don't have to remember so much.
- Clarifies who is to do what, by when.

I use a couple of symbols to stay organized. The number at the top right is the page number.

For To Do items I need to do, I'll put an asterisk in the ^{left} margin next to it.

★ For example I will scan these notes.

If there are notes I want to highlight that are specific to this meeting I'll mark it w/ an "M" in the left margin, or "P" if it's a more global process-related note.

P Notice I put the date and topic at the top of each page. If there were to be a subsequent page, I'd put an arrow "→" at bottom, page right. If it's the last page, I just put:

-END-