Power to the pencil!

What it's all about

Mighty Notes is a note-taking system that brings increased clarity and understanding to business meetings, workshops and lectures.

Using a unique page layout and intuitive symbol lexicon, this simple methodology transforms ordinary notes into an actionable knowledge-base, bringing deeper insight and productivity to your work/school/personal life.

Here's how it works...

Page Layout

Mighty Notes divides each note-taking session into four blocks of information:
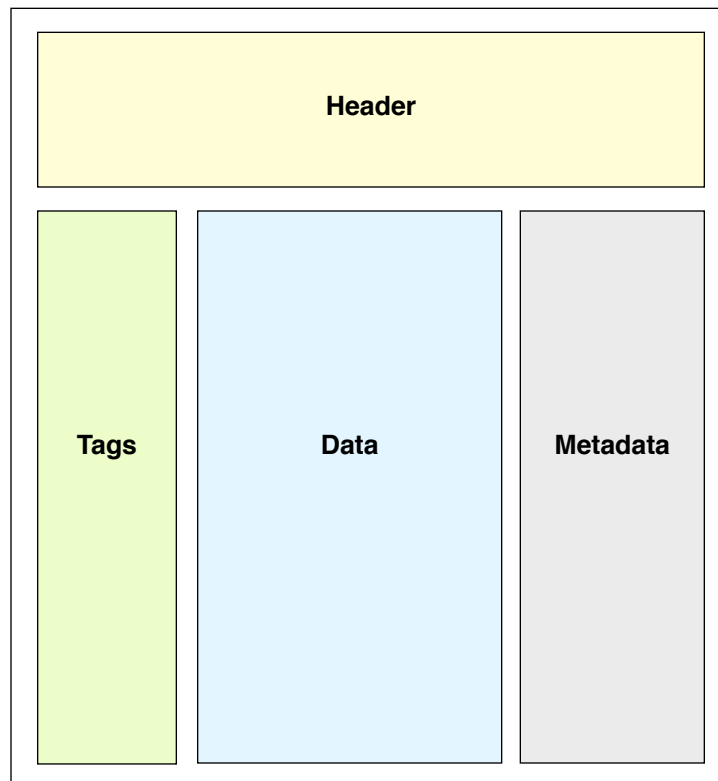
Header
Information describing the session itself

Data
What you would normally refer to as "notes"

Tags
A lexicon of symbols that categorize note entries into an objective framework

Metadata
Data about the data—succinct information that further defines note entries

Header

The Header addresses the who, what, when, where and why of each session, establishing context.

	WIDGET DEVELOPMENT MEETING	*March 20, 2008* *10:00 – 11:00*
Attendees	*Paul – Producer*	
	Judy – Designer	*Paul's Office*
	Sean – Programmer	
	Rich (me) – Project Manager	
Purpose	*Review considerations for upcoming widget production*	

Data

All note entries should be double-spaced, so you can append information later as needed. You can also tie discontinuous entries together by marking them with "ID Pointers"—triangles pointing to and from related notes, identified by letter or number.

Maybe do a survey of current base to see what they want?

"Last widget build out took too many hours to program"

Roll out beta in August; final by Sep 22 ▽a

Execs have asked about spanish-language version

Need to work out system to deliver assets while Sean is in Mexico

Designs to be complete end of June △a ▽a

Tags

A core strength of Mighty Notes, tags categorize your notes with a set of simple symbols, adding insight into importance, relevance and actionability.

!	Important	
!!	Very important	
!!!	Extemely important	
☐	Requires action; to-do!	*...computer version:* [ ]
=>	Requires follow up	
+	Investigate this further	
◇	A milestone	*...computer version:* <>
₿	A budgetary item	
>	More to come on this	
;	This item is pending	
#	This item is on hold	
X	Cancelled or will not be completed	
?	This item is in question	
/	Lack of agreement on this	
⊢	A sidebar; pertaining to a different agenda	

Metadata

Metadata can be names, dates, descriptors—anything that expands meaning or defines the context of an entry.

Paul would like last year's gross sales and whatever user demographics we have.	*Rich –> Paul*
Maybe do a survey of current base to see what they want?	*Research Dept?*
"Last widget build out took too many hours to program"	*Paul says! Sean and I don't agree*

Putting it all together
Here's how a complete Mighty Notes session might look:

	WIDGET DEVELOPMENT MEETING	March 20, 2008
		10:00 – 11:00
Attendees	Paul – Producer	
	Judy – Designer	Paul's Office
	Sean – Programmer	
	Rich (me) – Project Manager	
Purpose	Review considerations for upcoming widget production	
!!!	This widget must work better than the last one.	
☐ ♭ =>	Paul would like last year's gross sales and whatever user demographics we have.	Rich –> Paul
? =>	Maybe do a survey of current base to see what they want?	Research Dept?
/	"Last widget build out took too many hours to program"	Paul says! Sean and I don't agree
◇	Roll out beta in August; final by Sep 22 [a]	
#	Execs have asked about spanish-language version	mb in an update – Paul
! =>	Need to work out system to deliver assets while Sean is in Mexico	Sean & Rich
◇ =>	Designs to be complete end of June [a][a]	Judy Firm up date!
?	Some users have asked for background music *I could do this!*	
;	Create some music loops – only if time!	
>	Judy will continue to explore interface concepts	push J on this?
☐	Create Gantt chart; don't forget to include buffer times [a]	
=> ◇	Paul wants to review timetable (probably need VP approval)	R –> P
⌐	Paul likes to have these meetings in his office.	

More tips
Here are are five more tips that will help you get the most out of Mighty Notes.

Use a log book
A permanent, chronological record of all your sessions will provide long-term reference and perspective.

Hand-write, don't type
Anecdotal evidence suggests writing by hand helps make information "stick." It's also less intrusive than using a computer.

Listen first, write second
That way you're sure to get the full context.

Keep it short
Abbreviations, incomplete sentences and improvised shorthand will save energy and time (it's ez 2 do if u want 2).

Fix errors efficiently
Spelling and grammar errors are unimportant, but erroneous information should be crossed out with a single line (just like your teachers taught you).

Conclusion
The Mighty Notes system is simple, but, like any skill, takes a little practice. Go slowly at first. Use a "cheat sheet" until you remember how to do it. Create new Tags that suit your needs. With just a little effort, Mighty Notes will become a habit that can truly enhance comprehension and improve productivity.

Thanks for your feedback and support.
A great deal of effort went into bringing you Mighty Notes. Comments, suggestions and contributions are always welcome. Visit **www.mightynotes.net** to send us an email or make a donation.

And spread the word! If you know someone who could benefit from this system, let them know—you'll both be glad you did.

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