



Evernote GTD: How to Use Evernote for Getting Things Done

James Heer

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Evernote GTD: Getting Things Done Right and Effectively All the Time

Evernote is a note-taking app that allows you to save information and also create a list for your tasks. It is one of the best and effective apps in the market there is as it can be used to follow the principles of productivity indicated in the infamous productivity book Getting Things Done. This is the reason why people who want to be productive use Evernote.

Using Evernote GTD to achieve productivity is very easy but very demanding and if you want to take advantage of GTD to achieve your goals, you need the right guide to help you thus this is where the book comes in handy.

With this book, you will be able to do the following:

- Understand the principles of GTD in Chapter 1. This chapter discusses about the different aspects of GTD that will help you achieve your tasks. Understanding these principles is necessary so that you will be able to use Evernote in the direction that you want.
- Chapter 2 discusses on how to apply GTD principles to Evernote. It also discusses about why it is important to use GTD for Evernote and what Evernote can do to follow GTD.
- Learn about the techniques with Evernote GTD. In Chapter 3, you will learn about how to set up notebooks, how to set up action tags and how to use the reminders and calendars apps of Evernote.
- Lastly, Chapter 4 discusses about the different tips on how to use Evernote GTD for real-life scenario. Tips on how to use Evernote to achieve different work projects and personal goals is also discussed in this chapter. Moreover, a summary serving as a guide is also given in this chapter so that you can make a strategy that works for you.

Let this book serve as your guide so that you can become more productive using Evernote.

With Evernote, you will be able to achieve your tasks easily while being more productive.

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