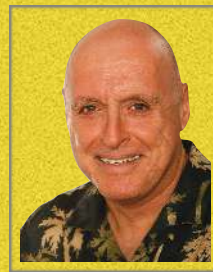# # 480   Get Organized With Notes and Storing Information

If you're like me you have notes all over the place. Ideas for projects, things you want to do. I'm Jerry Roberts and "everywhere" is not a system that works well when you're trying to access that data. Maybe I can help today. That's next on The Extra Point.

Ideas come all the time. In the middle of traffic, in a meeting, in the shower, or you wake up from sleep with one, but you don't write it down and before you know it you can't remember what it was.

Or, you're on the Internet and come across a juicy piece of information and you want to save it but you don't have one place where you save such things. You have many places.

Every social media app has a built-in feature for saving things and you've got a ton of stuff in those. Then, you have a bunch of things in your note taking app, uncategorized, just tossed in there one after the other, going back for who knows how many years?

Finally, you've gone "old school" more times than you'd like to admit and you have scraps of paper strewn here and there, with gems of info you've gathered. All in all, you've got tons of useful data that would be helpful for your job and career, as well as your life in general, but there's no easy access to it and by this time you don't really know what you have. I've been there and done that, and I've just come up with a system that I think will work better for me. Maybe it'll help you, too.

First, I'm going to commit to a single location for my data and feed everything into that. If I find something good online I'll copy the link or a note into an email and send it to myself, then copy it into my main idea storage.

I'm using a database program built for Mac users, but familiar apps like Evernote, OneNote, or almost any note app will work — including

Google Drive. I'm setting up categories into which I can sort my information. I'm being general on the first level of the categories, then I can get more detailed on the second level, creating sub-categories. My general folders are:

1. Ideas for writing — which helps me with The Extra Point and The WorkZone in The Post.
2. Guam Training — info for new courses, or updates for my existing training. Also, ideas for coaching, and speaking.
3. Personal development — things for me.
4. Things I want to give to my son.
5. Things I want to give to my wife.
6. Things I want to give to my clients.

Now, here's the key. Whatever system you use you have to use the system, or you'll remain in a state of overwhelm. I use a voice note app for times when writing isn't practical. It can transcribe my words into text and I can email the note to myself. Things scribbled on paper can go this route or I can keep them in my briefcase until I have a chance to enter them into the database.

Everything ends up in one of those six categories and is broken down from there. Eventually, all of my notes will reside within this structure, and I'll finally have easy access to them.

If you want to try this don't overthink the process. Choose an app, set up your basic categories, then a few sub-categories as needed, and start feeding into them. Spend just a few minutes each day on this and you'll stay organized.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

###