

To Help You Take Notes At This Meeting...

Plus a Method For More Efficient Note-Taking

With the Compliments of DgOzone

Title :

Period :

Notes taker:

Take Efficient Notes at Meetings

This notebook provides a systematic approach and canvas for the effective organization of notes before, in the course of and after the meetings.

How to use it?






The secret of this method resides in the way notes are spread over the sheet. As depicted by the here under schema , the note taking area is split into the the following zones:

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1. The **Stamp** zone indicating the meeting date & time.
2. The **Title** zone indicating the subject of the meeting.
3. The **Participant** zone listing individuals taking part in the meeting. Numbers (Identifiers) on the left side are used to refer to participants in the course of the meeting.
4. The **White board** zone collecting the main notes such as observations, decisions, and strategies.
5. The **Annotation** zone listing topics for discussion, comments, questions, reminders or actions assigned to the participants.
6. The **Symbol** zone indicating the type of annotations written in the Annotation area. Refer to the next page for examples of such symbols.
7. The **Deadline** zone indicating any due date for actions and reminders.
8. The **Link** zone referring to White Board notes (such as A., B. or 1. 2. or *, **)
9. The **Summary** zone highlighting the meeting key actions and decisions.

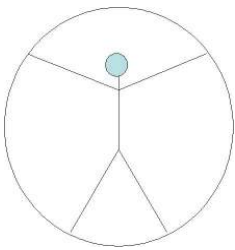
Examples of Symbols

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|  | Question |
|  | Comment |
|  | Reminder |
|  | Action. The number of the action owner is indicated in the circle. |
|  | Idea |

APPENDIX MATERIALS

The following materials are provided for your best benefit.

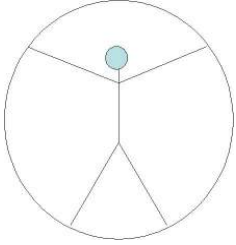
- Your Table of Content (Page 90). Use this table to keep a history of your notes.
- Your Calendar (Page 92).

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Honest disagreement is often a good sign of progress - Leo Rosten

Sometimes it is a great joy just to listen to someone we love talking - Vincent McNabb

A lot of fellows nowadays have a B.A., M.D., or Ph.D. Unfortunately, they don't have a J.O.B - Fats Domino

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A sketch is better than a long speech - Napoleon Bonaparte

Ability is of little account without opportunity - Napoleon Bonaparte

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Doing the best at this moment puts you in the best place for the next moment - Oprah Winfrey

Education is the movement from darkness to light - Allan Bloom

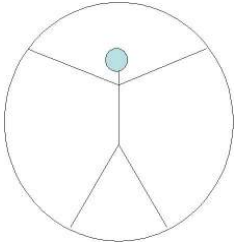
Every now and then go away and have a little relaxation. To remain constantly at work will diminish your judgment. Go some distance away, because work will be in perspective and a lack of harmony is more readily seen - Leonardo DaVinci

Leadership is the art of getting someone else to do something you want done because he wants to do it - Dwight D Eisenhower

In the beginner's mind there are many possibilities, in the expert's mind there are few – Shunryu Suzuki.

Hardware: the parts of a computer that can be kicked - Jeff Pesis

If you can't beat your computer at chess, try kickboxing - Anon

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If you don't like something, change it. If you can't change it, change your attitude. Don't complain - Maya Angelou

In creating, the only hard thing is to begin: a grass blade's no easier to make than an oak - James Russell Lowell

Internet is so big, so powerful and pointless that for some people it is a complete substitute for life - Andrew Brown

It is hard to imagine a more stupid or more dangerous way of making decisions than by putting those decisions in the hands of people who pay no price for being wrong – Thomas Sowell

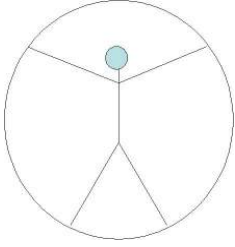
Live as if you were to die tomorrow. Learn as if you were to live forever – Mahatma Gandhi

Motivation is what gets you started. Habit is what keeps you going. – jim Ryun

My greatest strength as a consultant is to be ignorant and ask a few questions. – Peter Ducker

Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs - Albert Einstein

Once you gave your opinion, it would be logical to not own it anymore. - Albert Brie

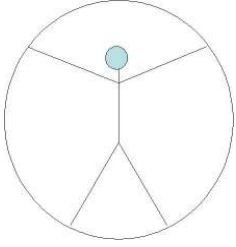
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One thousand days to learn; ten thousand days to refine – Chinese Proverb

Only two things are infinite, the universe and human stupidity, and I'm not sure about the former - Albert Einstein

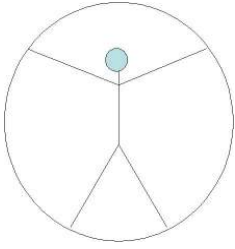
Teachers open the door, but you must enter by yourself - Chines Proverb

The first rule in keeping secrets is nothing on paper - Thomas Powers

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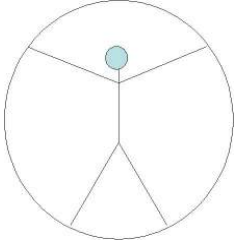
The most wasted day of all is that during which we have not laughed - Sebastian R. N. Chamfort

The real danger is not that computers will begin to think like men, but that men will begin to think like computers
Sydney J. Harris

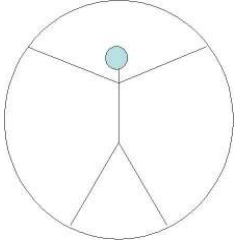
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The reputation of a thousand years may be determined by the conduct of one hour – Japanese Proverb

The time to stop talking is when the other person nods his head affirmatively but says nothing - Anon

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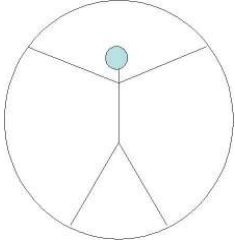
The world is so fast that there are days when the person who says it can't be done is interrupted by the person who is doing it - Anon

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There are many ways of going forward, but only one way of standing still - Franklin D. Roosevelt

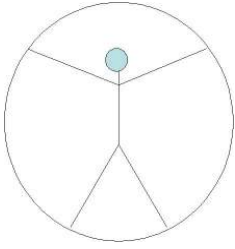
Want to make your computer go really fast? Throw it out a window. - Anon

What goes up must come down. Ask any system administrator - Anon

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When you are courting a nice girl an hour seems like a second. When you sit on a red-hot cinder a second seems like an hour. That's relativity – Albert Einstein

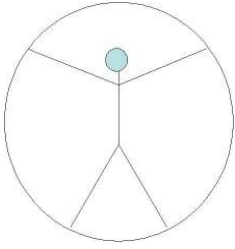
When you make a mistake, don't look back at it long. Take the reason of the thing into your mind and then look forward. Mistakes are lessons of wisdom. The past cannot be changed. The future is yet in your power - Hugh White

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While we are free to choose our actions, we are not free to choose the consequences of our actions - Stephen Covey

Who has confidence in himself will gain the confidence of others - Leib Lazarow

With time and patience the mulberry leaf becomes a silk gown - Chinese Proverb

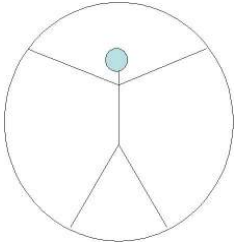
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Write the bad things that are done to you in sand, but write the good things that happen to you on a piece of marble – Arabic Proverb

You have to believe in yourself, that's the secret. Without it, you go down to defeat – Charlie Chaplin

If I have a thousand ideas and only one turns out to be good, I am satisfied - Alfred Nobel

If we spoke a different language, we would perceive a somewhat different world - Ludwig Wittgenstein

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The capacity of man himself is only revealed when, under stress and responsibility, he breaks through his educational shell, and he may then be a splendid surprise to himself no less than to his teachers –Harvey Cushing

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

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