

[00:00:00] Just like being in the shower. My best ideas come when I'm driving or I'm out and about on the move running errands. I have to have a way to keep those ideas. I need to jot those ideas down as I have them. I need to jot those ideas down as they come to. Or else I will forget.

And the one thing that is usually always with me is my phone. So I have one word for you today. Notes insert the out intro here. So notes whe whatever phone you have. , whatever phone you have, it comes with a notes app, or you can get any number of free apps. You can download Evernote if that's your favorite, and you can put it on your phone.

Any program that you use to track your notes is very likely a app for your phone. So I [00:01:00] use the iPhone notes app or Google Drive. Google Docs. You can use the Notes app on your. It doesn't matter. But what I love is that Siri is my assistant. I use Siri so much, and if you ever texted me, you would know I use Siri because there's always some sort of typo or mis said word because I'm probably driving or maybe walking through the store and I'm talk texting because it's just so convenient.

So I'm sorry and I apologize to everybody out there who gets my horrendous text messaging. It's just, but I just love Siri and it is just so convenient. So I take it a step forward. I take it a step further. I use Siri all the time to remind me of things, to make notes while I'm on the go. If, um, If I need to add [00:02:00] something to my calendar, texting calls, playing music.

Siri is seriously my personal assistant. I chose notes on my iPhone because I can use Siri so seamlessly with it. Otherwise, Google Drive is a really great place to keep notes as well. , and then you can move notes from your phone to your computer, and it's really easy to integrate. But I'm very deep in the Apple world here, so I have a Mac, I have my iPhone, so everything syncs and all of my things are in any place that I'm gonna be at once, even on my iPad.

So it's really important for me to collect those ideas as they happen because they don't come back later . And I know I want to go organize that somewhere, whether it's in a park file or if it's something that needs to be done or an epiphany that I had on, on a project that I'm working on. Um, a lot of times these notes will go [00:03:00] into Asana.

You know, that's my go-to project management system. Sometimes they might go into my company or business files, maybe even in my Asana company book where I keep all my brand notes. I keep information on my copy. Scratch that I keep, I.

Or in Asana where I keep my brand copy swipe files, so our minds are not. , our minds are not meant to remember everything and why would you want it taking up all that valuable space Anyway, we just had an episode on brain dumping and how important it is to clear your mind and get everything out of your mind so that you have space for the good stuff.

That creativity, [00:04:00] the mindfulness, being able to be mindful. Present in the moments that we're in, and we can't do that when a million things are on our mind. So as I'm out and about, I always, as I'm out and about, there's always something that comes up. I mean, you're out in the world and you're probably not sitting in front of your computer, and that gives your brain a little bit of a break.

And that means that those things that are sitting there in the back of your mind are gonna come full forward. . Things sitting in the back of your mind are going to make themselves present. So we want a place that we can keep things organized them in a safe manner that is not in our minds. So we wanna keep our space.

we wanna keep our brain space free for creativity and the big things that those zone of genius things, when those brilliant ideas pop into [00:05:00] your mind, and we wanna collect them in a safe place. And for me, when I'm on the go, that is my notes app. So here's my process. I'm thinking of something while I'm driving and I go, Hey Siri, make a note.

And then I tell her what I want the note to say. Write a blog post on how to capture ideas. She just went off. If you didn't hear that, it's called is on. So I'm gonna say, write a blog post on how to capture ideas on the go. Or, hey, I'm not gonna say her name again. She's gonna come on, remind me today at 3:00 PM to write a blog post on how to capture ideas on the go.

And I actually use this every day, even when I'm sitting at my desk. So I go, Hey Siri. I need you to remind me of. And then I put all my appointments in for the day and then she'll put a reminder or set an alarm, actually, and it will Remi remind me about five, 10 minutes before each meeting that I have.

So [00:06:00] then if I am thinking of something while I'm on the go. So then if you're not going to use.

So if you're not going to use a phone assistant, but you have, but you want a place to keep your notes on the go and you can type. So I would just hop into the Google Drive app and I would start outlining, um, a blog post. , I would start

outlining the blog post draft, or I would just create the document with the title to remind me to go back to it.

Or I would just hop into my Asana app on my phone and add it to my task list or um, project list and just create a task directly right there. So, It may sound like things are somewhat all over the place, or they could potentially be, it's still a system to collect your [00:07:00] ideas, but then you still have to come back to them and make sure they get like processed.

So we wanna make sure that we're helping them not slip through the cracks. So I have one. I have one place that I can always jot down my ideas on my phone, and that allows me to keep everything in one spot, whether I'm hands free or I can type it into the notes on my pH iPhone notes app, and those tools sync with my laptop and my iPad.

That is the.

Benefit of having an ecosystem of technology that works together. And by ecosystem I mean your phone, tablets, laptop, anything you use regularly for your business or life. When it all works together and connects, it just makes it that more simple for you to function and [00:08:00] flow. In your life without too many things spread around everywhere and without having to jump back and forth between different devices.

So now that you've heard me break it down and what I do, it's not super complicated or overly or overwhelming, but what do you think? Do you have a system that maybe you use already? Are there pieces of it in the system? I just. or do you have additional ideas? I would love to hear any ideas that I didn't bring up in today's episode.

I always love to hear what everybody else is doing because I like to piece things together. What you might be doing, there might be one little piece of it that is going to just make my system gold for me, and I love sharing ideas. So please let me know in the comments if you have any of your own tips and share with me what tips you took away from today's episode.

also, while you're at it, if you wanna join also while [00:09:00] you're at it, join us over in the Facebook group. It is the Business and life Productivity circle, and that is where we have a group of people who are working and talking about their business systems, their careers, their life. We talk about everything from digital marketing to business in life productivity.