

Episode #19: Streamlining Your Workflow with GoodNotes Transcript

I totally get it. There is something about putting pen to paper that just feels right, but when it comes to keeping all your notes organized, things can get a little tricky.

Welcome to the short of it with Amanda Long Business and Productivity Podcast. When you're using a mix of handwritten notes with your digital files, it can get a little bit tricky on how to organize everything, keep it all together and not lose things. But don't worry, I've got some tips for you today on how to create that perfect balance and still be able to get those handwritten notes in and how I do it and what tools I.

So let's first chat about Good Notes. If you're a digital person but you still like that feel of writing on paper, then I recommend an iPad [00:01:00] and good notes. And we will share a link in the show notes for the iPad that I use, and I'll share a link to the Good Notes app. It is only good on an iPad, so you do have to use an Apple iPad.

There are some other note taking applications out. And I think some of today's tips will help you organize if you use a different software as well. But these are my favorite tools that I'm gonna share with you. In addition to the iPad, I use a screen protector and it's called Paper Feel Screen Protector, and it feels like you're writing on paper.

It also protects your screen on your iPad from. Fingerprints, which is probably one of the most annoying pieces of using a tablet, is always looking at a screen that has fingerprints. But with this really cool screen protector, you don't see any of the fingerprints and it has this oddly paper feel to it.

These are the tools that I use daily, so those are the tools I use daily. Now I really love taking digital handwritten notes, good notes. Can convert your handwriting from digital. Into text. So you can either write and it will type in the text as you write, or you can just write on the app itself, on the screen, and then later transfer it into digital text as well.

You can search those handwritten notes, so even though you've handwritten, you can actually search, just like if you were using a word processing document, like if you were in Google Docs or in a Word doc. When I go to meetings, I like to just carry an iPad with me instead of having my laptop. It's just so much easier.

Also, when I attend events or I go to an in-person event, I bring my iPad, and that's how I take most of my notes. So I have handwritten notes that I have taken at meetings, and then when I download A P D F or if I screenshot something online, Or if I'm taking an online course or listening to a podcast or a book, I also take my notes on good notes.

And what's really cool is if you do [00:03:00] download a PDF from the web, say you're taking a course and there's a download that is a PDF version, you can put that right into good notes. You can download it to your iPad and you can open it in good notes as its own document. And then you can write notes directly on that pdf.

You can also take screenshot. And import them into good notes and write on those screenshots as well. I also have a journaling notebook in good notes that I use every day for my reading and journaling habit. So there's just a lot of times that I'm handwriting notes that I need to incorporate into my workflow.

So this is sort of how I do it. So this is what I do. So one of the pieces of my work, Is to import the current notes that I have. So if I have paper notes lying around, I might scan them and then put them into good notes. So if I'm out somewhere and I wrote something down on a piece of paper, I'll scan it and I'll toss it into good notes.

If it's important, it needs to be kept in a file [00:04:00] or if I wanna do something with it later, maybe I'll even just take a screenshot on my phone. And as you know, in the Apple ecosystem, you know, you can hop between your MacBook and your iPad and they all kind of talk together. Good notes will actually sync across all those devices.

So even when I'm out. If I wanted to take a screenshot of something, I can pop that into good notes. That is a really helpful tool when I am trying to consolidate all of my notes and make sure everything gets in the right place. Not all notes

need to be scanned in and put into good notes, but if I meet with a client and I have a piece of paper and I didn't bring my iPad or my.

I might just type it on my phone, on my Good Notes app, or I might just hand write it, take a picture of it and import it into good notes. That's how easy it is. It's just super easy. And then you can export anything from good notes. You can export it as a PDF and you can export it as an image, and then you can save it to, if you have client [00:05:00] files, you can save those notes into those client files, and it's super easy.

You just download it as a PDF to your computer and drop it in the file that it belong. Super easy to incorporate into your workflow, or you can just keep your notes organized in good notes. So let's talk about that a little bit. The organization that Good Notes has is really cool because. You can set up different notebooks.

So think of a notebook, just like you would go buy a notebook and it has, um, a bunch of different pages in it, but you can also set up a folder to create other notebooks in. So you can have a folder for every client. You can have a folder specifically for training. You can have a folder for whatever you want, and you can put as many notebooks in.

As you please, you can also upload PDFs and PNGs and image files into those folders as well, so that everything just lives in that folder. It's [00:06:00] categorized as whatever the folder's called, whether it's for a client or training for your projects, a different project that you might have, whatever your organization system is, you can align good notes set up to that as.

So I have a folder for every client, so if I ever meet with a client, I can just open up my good notes and I can start writing. It makes it really easy when I just have maybe impromptu meetings with a client and I just need to quickly open something up, take some fast notes, and know that I can go find it.

I know that it's gonna be in my good notes, and then I can eventually transfer it to their file or into Asana, whatever I need it to be. Now, good notes has a lot of annotation tools that are really. So they have a variety of tools that you can use to annotate the notes that you're taking. You can highlight on your PDFs.

Some of the tools are the highlighters. They have pens, there's text boxes, there's a little eraser. There's a lasso tool that just help you make your notes organized [00:07:00] as you go. They also have templates for different types of notes. There's planning templates. There's a lot. If you look on Etsy or online, there's a lot of templates that you can purchase for digital planning.

So if you love a digital planner and you wanna try using it on your good notes, there's a lot of options out there. You can create to-do lists, meeting notes. One of the ones that's really cool that I don't think I was even aware of until I started using good notes was the Cornell Note format. So if you don't know what this is, it's really a great system.

If you're taking notes as a student. Or if you're in a course. So how it looks is there's one page, it's set up and there's three sections, so two rows at the top and these rows. The first column is on the left, and that's about a third of the width of the page. And then on the right side, that section is about two thirds of the width of the page, and that's two columns.

And then below [00:08:00] that is one. , and this is a summary Rowe. So you take all your notes in that larger right hand section. Then in the left column you can call out questions that you have. You can write down definitions of terms, or you can index important things to remember from those notes. And then that bottom row.

Is a Rowe that you can write a summary of all of it to kind of help you retain that information better, and then also it helps you refer back quickly to what those notes were about. So it's kind of a cool template that they've got if you are interested in seeing other ways to take notes. The good notes templates are really fun to peruse.

Next, you wanna sync your notes? I sync them to Google Drive because that's what I. I have never ran into this, but I have seen that people have lost in good notes. I mean, who hasn't lost a document at one point digitally? So just to create a backup of your notes, you can have good notes set up to automatically create a backup [00:09:00] to like Google Drive or to another cloud service that you use.

So I would do that in case of an emergency. And then you can also export notes. Like I said before, I mentioned that you can download PDFs or download them as an image, but you can also print the pages, so your handwritten notes. You can just print them out on a printer as well if you need to stick 'em in a physical file.

So when I have notes for a client from a client meeting, I'll usually download my notes as a PDF, and then I go put them in my client folders in my digital filing organization system. That way anybody else that I work with on my team can go and see what those notes might be. I will keep them in my good notes as well.

It's sort of like a backup. It's probably not necessary, but I like to have it because then I have like this full comprehensive folder and notebooks of this client and what I've done for them over, you know, the process of working with them. Now, there's a couple fun tricks that you can [00:10:00] do in good notes too.

So your Apple pencil has some cool features on it as you're writing. So we talked a little bit about the annotations. You can switch between writing. Like the written pen you can erase. You have a highlighter, and there's a lasso tool and a text tool. So on your apple pencil when you tap with your index finger twice on the pencil.

It will switch between whatever the last two tools you used. So if you use the pen tool and you were writing and then you hit the eraser button and erased. If you tap on your pencil twice, it'll flip between those two tools. Now, if you were using like the highlighter tool and the lasso tool, if you tap on your pencil, it'll switch between those.

So whatever last two. Tools you were using, that double tap will swap between those. I use that so much when I'm writing, cuz I'll write and then I'll erase something and then I'll write again. So that's a cool tool. The lasso [00:11:00] tool is way more helpful than I expected it to be because if you write something and then it takes up too much room, you can actually use the lasso.

Circle the text. You can resize it, you can move it all over the page. You can cut it and paste it and put it on another page or in another notes, or you can even go paste it in another journal or another notebook or folder somewhere as well. So I like that. I actually use it a lot more than I thought I would, especially to resize text.

Apparently I write too big and then I need more space , and so I end up resizing my text so I can add more to. And then I really like the handwriting to type. So you can open up a text box, but you can start writing, and this is kind of. You know, using the iPad, um, a lot of places where you write, it'll turn it to text for you.

It does the same thing like that in good notes in your notebooks as well. And then quick bullets, if you wanna make a quick bullet point. What [00:12:00] I do is I like to use the highlighter. So I pick the highlighter tool and I picked the smallest circle that you can. You'll see that the pen tips have different sizes, and when you're using the highlighter or the eraser, there's like different circles that equal different, how big your circle or your highlighter's gonna be.

So I take the smallest one and I just.it down. And then I have, um, you pick a cool color that you like from the highlighters, or you can create your own, and then you just make little dots and then you can write next to it. And then you can put little check marks over those dots. It makes super quick bullets.

And the last thing is you can draw quick and easy lines or shapes. So you draw a line and at the end of the line you don't lift your pen just yet. You just give it like a second and it will convert it to a really straight line for you. It works for the circles, squares, triangles, rectangles. The trick to this is that you just have to draw that shape in one stroke and not lift your pen at [00:13:00] all, and at the end you just hold it there for a brief second and it'll convert it to more straight lines to create either a circle or you know, triangle or a square.

So these are just some of the fun things to get you started in good notes and have you thinking about how you can arrange all of your notes and incorporate it into your digital file organization too, which we talked about in last week's podcast. If you use good notes, I would love to hear from you to see if there's anything that I didn't mention.

I love learning from other people and fine tuning my process, and I know that there are so many things with good notes that I am not aware. So I'd love to hear your tips as well. Head over to your favorite social platform and DM me there and I look forward to chatting with you. Join me each week for a new episode of the Short of It with Amanda Long sign up to get our emails.

You'll be the first to know when new episodes drop, and you'll also get weekly tech and productivity tips from me. You can connect with me on your favorite social [00:14:00] platforms at Amanda Long s m s. I'd love to chat with you over there and thanks so much for listening.