186: The Power Trifecta for Getting Organized
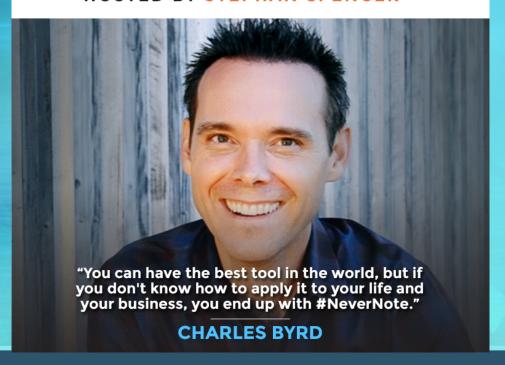
10 Point Checklist

Charles Byrd

Want to gain as much knowledge as possible out of Get Yourself Optimized? Read on below for a **10 point checklist** that gives the next, real steps you can take for introducing these insights and optimizing your life.

Get **YOURSELF OPTIMIZED**

HOSTED BY STEPHAN SPENCER

"You can have the best tool in the world, but if you don't know how to apply it to your life and your business, you end up with #NeverNote."

CHARLES BYRD

10 STEPS YOU CAN TAKE TODAY

**Want to take charge of your health, wellness, and success?
Here are 10 steps that can move you closer to your goals – today.**

- ☐ Use Evernote to help me become more organized and productive on my tasks.

- ☐ Utilize Charles Byrd's Power Trifecta. It is a combination of tools, workflows, and habits that will help me recognize when something's noteworthy and easily capture it in Evernote.

- ☐ Research on other tools for project management, communication, and team collaboration. Find out what works best for my lifestyle..

- ☐ Create a master note which functions like a dashboard or a reference point that ties my overarching projects to all my other notes.

- ☐ Jot down things physically. It will help me think bigger, stay sharper, and more focused. I can also take advantage of technology by using gadgets like iPad with pen.

- ☐ Never miss any handwritten note by snapping pictures on Evernote. I will always have them with me and I can simply search for information like words or numbers from those snapshots.

- ☐ Take advantage of Notability's amazing ability to jump to the audio that was captured when I'm typing notes or taking pictures.

- ☐ Sync Otter.ai with my calendar. It's an app that prompts me if I want to record a meeting whenever I'm in one.

- ☐ Don't miss and make sure to register for Charles' and Stephan's joint Evernote webinar at GetYourselfOptimized.com/Evernote.

- ☐ Access and buy Charles Byrd's course on Evernote called "Zero-to-60 with Evernote" at www.KillTheChaos.pro.

To view the transcript, resource links and listen to the podcast, visit:

https://www.getyourselfoptimized.com/the-power-trifecta-for-getting-organized-with-charles-byrd/