

HOW TO ORGANIZE NOTES

The benefits of note-taking:

1. Helps retain information
2. You can find the data easily
3. Less stress and anxiety
4. Can share data with others

Tips for organizing note-taking:

- Create an inbox note
- Delete notes
- Create folders
- Use tags
- Change the format
- Be consistent
- Add links and images
- Abbreviations
- Keep them in 1 place
- Leave space