

影響生命的個人筆記



SITW Note Taking Workshop

2016.10.14

我們在什麼時候會記筆記？ (When?)

◆ When we ...

- 『Hear...』 : classes, talks, quotes...
- 『See...』 : charts, whiteboard, labels...
- 『Read...』 : books, articles, e-mails...
- 『Receive...』 : notifications, messages...
- 『Think of...』 : thoughts, ideas...
- 『Plan...』 : tasks, plans, dates...
- 『Feel...』 : feeling, emotion...

我們為什麼要記筆記? (Why?)

◆ We want to ...

- To Remember and Reuse (Information)
- To Learn and Apply (Knowledge)
- To Plan and Act (Tasks and Priorities)
- To Think and Develop (Ideas and Concepts)
- To Review and Grow (Experiences)
- To Share and Archive (Records, Emotion, and Anything Else...)

我們現在大都如何記筆記？ (How?)

◆ How we take notes now ...?

- 不記筆記、用記憶、用背的...。
- 紙張、小筆記本、記事簿...。
- 就在書本、印刷品上...。
- 工作上或是家裡的個人電腦裡...。
- 智慧型手機、平板電腦裡...。



記筆記後常有什麼樣困難？ (What?)

◆ 我們所記的筆記…

- 不知道記寫在什麼地方…？
- 不知道收放在什麼地方…？
- 不知道是在那一頁、那一段…？
- 不知道該如何來增減、更新…？
- 不知道該如何來整理、使用…？
- 不知道有沒有副本…？
- 我們能否一個『個人筆記集中存取處』？

『個人筆記集中存取處』？ (Where?)

◆ 我們的『個人筆記集中存取處』在那裡？

- 在現今的網路世代，當我們要尋找所需要的資訊、知識、經驗，我們去… Google!
- 我們能否有一個自己的『個人筆記集中存取處』，讓我們可以儲存、更新、搜尋、使用，我們所需要的資訊、知識、事情、概念、經驗…等…。
- 為了要建立、維持、保存、使用，我們的資料庫 (Database) 與智庫 (Knowledge Base)，我們需有一個『個人筆記集中存取處』 (Personal Notes Central Depository)。

『個人筆記集中存取處』？ (What?)

- ◆ 這樣的『個人筆記集中存取處』，需要有什麼樣的功能 (Function)？
 - 能隨時的使用、存取…○
 - 能隨意的更新、增減…○
 - 能容易的歸類、整理…○
 - 能方便的搜尋、參考…○
 - 能適度的隱私、安全…○
 - 能輕易的分享、複製…○

如何建立一個 影響生命的個人筆記庫？

Tool

Methodology

Attitude

Remember everything.



Capture anything.

Save your ideas, things you like, things you hear, and things you see.



Access anywhere.

Evernote works with nearly every computer, phone and mobile device out there.



Find things fast.

Search by keyword, tag or even printed and handwritten text inside images.



GET EVERNOTE, IT'S FREE ▶



Skitch ▶



Web Clipper ▶



Evernote Hello ▶



Evernote Food ▶



Evernote Clearly ▶



Evernote Peek ▶

Tool

A Candidate Tool: Evernote

- ◆ 藉著 Evernote ，我們可以建立一個『個人筆記庫』在個人電腦上…。
- ◆ 這『個人筆記庫』可以複製、儲存在雲端 (Cloud Depository) ，藉著網路，可以讓其他智慧手機、平板電腦或個人電腦使用…。
- ◆ 這『個人筆記庫』可儲存各樣的文字、格式、圖片、檔案…。
- ◆ 可以儲存、整理、搜尋、並分享内容…。
- ◆ 每個月上傳 60 MB 以下，可免費使用…。

Activity 1: Installation

- ◆ Install Evernote on a computer, a tablet, and a smartphone.
- ◆ Create and setup an Evernote Account and Password.
- ◆ Name your default Notebook as:
Inbox, Work in Progress, or To Be Process, etc.

Activity 2: Composition

- ◆ Input (Type or Write) and Format Text
- ◆ Copy and Paste various contents
- ◆ Capture from a Web page (Web Clipper)
- ◆ Send in through e-mail
- ◆ Attach a picture, a photo, a document, or any format of files
- ◆ Take a photo or a voice memo
- ◆ Capture a figure and create markup on it

Activity 3: Synchronization

- ◆ 我們的『個人筆記庫』是儲存在自己個人電腦的硬碟上…。
- ◆ 我們可藉著 Synchronize 的指令使個人電腦硬碟上與雲端的『個人筆記庫』同步…。
- ◆ 其他智慧型手機、平板電腦、或 Web Browser，可藉著網路直接搜尋、顯示、剪輯、儲存在雲端的『個人筆記庫』…。
- ◆ 雲端的『個人筆記庫』也可以說是我們的副本…。

Activity 4: Organization

- ◆ 就像在我們真正的生活中的筆記本，有…
 - Notes (筆記)
 - Notebooks (筆記本：筆記所組成)
 - Stacks (of notebooks) (疊：筆記本所組成)
 - Tags (標籤)

SHORTCUTS

- To Do for Andrew
- To Do Current Services
- TP: Symbol to Copy
- TP: Personal Info

Notes 1007

- To Be Processed 140
- To Do Notes 10
- Top Notes 11
- Calling →
- Learning →
- Action Journal 20
- Bible Reading 1
- Daily Bread Note 10
- Lessons Note 21
- Personal Note 10
- Quiet Time 10
- Sharing Review 20
- Theology 1
- Word →
- Writing →
- Web →
- Article →
- Books →
- Information →
- Personal →
- Reading Fellowship →
- eFigure →
- eShared →
- Search 1
- Team 10
- Tags
- @MOCC 10

- AD: Daily Bread Proverbs
2/5/13 Prayer Prayer should be our first response rather than our last resort. When you can't be there, you can help throug...
- AD: 13-02-07 Stranded
2/7/13 **Difficulty** Stranded February 7, 2013 -- by Jennifer Benson Schultz Re...
- AD: 13-02-06 By Our Deeds
2/7/13 **Build Up** By Our Deeds February 6, 2013 -- by Marvin Williams Read: Matthew 23:23-24 Even a child l...
- AD: 13-01-08 Where Sinners Go
2/5/13 **★★★★★** **Church** Where Sinners Go January 8, 2013 -- by Dave Benson Read: Romans 8:8-13 God dem...
- AD: 07-01-22 What God Owes Us
2/5/13 January 22, 2007 Read: Colossians 1:3-14 Walk worthy of the Lord, fully pleasing Him. -- Colossians...
- AD: 07-01-26 Into The Desert
2/5/13 **Difficulty** January 26, 2007 Read: Exodus 15:22-27 I am the Lord who feeds you. -- Exodus 15:26 After th...
- AD: 06-07-12 Gift
2/5/13 June 7, 2006 Read: 1 Corinthians 12:12-31 As each one has received a gift, minister it to one another, as good stew...
- AD: 13-01-30 Unstoppable
1/30/13 Unstoppable January 30, 2013 -- by Julie Ackerman Link Read: Numbers 20:10-34 The Lord opened Ba...
- AD: 13-01-26 Story Time
1/30/13 Story Time January 26, 2013 -- by Joe Stewart Read: 2 Corinthians 3:1-11 You are an epistle of Christ . . . written...
- AD: 13-01-22 Choose Your God

AD: 13-02-07 Stranded

Stranded

February 7, 2013 -- by Jennifer Benson Schultz

Read: Genesis 39:21-24
The Lord was with Joseph and showed him mercy. -- Genesis 39:21

Traveling by bus from Memphis, Tennessee, to St. Louis, Missouri, typically takes about 6 hours--unless the bus driver leaves you stranded at a gas station. This happened to 45 passengers aboard a bus who waited 8 hours overnight for a replacement driver after the original driver abandoned them. They must have felt frustrated by the delay, anxious about the outcome, and impatient for rescue.

Joseph probably shared those feelings when he landed in prison for a crime he didn't commit (Gen. 39). Abandoned and forgotten by any human who might help him, he was stranded. Still, "the Lord was with Joseph and showed him mercy, and He gave him favor" (v.21). Eventually, the prison warden promoted Joseph to oversee fellow inmates, and whatever Joseph did, "the Lord made it prosper" (v.23). But despite God's presence and blessing, Joseph remained incarcerated for years.

You may be stranded in a hospital room, a jail cell, a country far from home, or your own inner prison. No matter where you are, or how long you've been there, God's mercy and kindness can reach you. Because He is God Almighty (Ex. 6:3) and present everywhere (Jer. 23:23-24), He can protect, promote, and provide for you when it seems no one else can help.

Dear God, help us to remember
Your presence and power even when
we are not where we want to be in life. Remind us
to reach for You when no one else can reach us.

God is present—even when we feel He is absent.

Discussion 1: About Organization

- ◆ How we organize notes is based on...?
 - Browse, Search, and Share...
- ◆ What is the difference between Hierarchical structure (Notes, Notebooks, Stacks) and Tags?
 - A note only can be in one Notebook.
 - A note can have multiple tags.
 - Tags can be used for Browse and Search

如何使用標籤 (Tags)?

Examples:

◆ Action Related

- To Act, To Process, To Read, To Develop, To Review, To Pray...

◆ Purpose or Category Related

- For Work, For Service, For Hobby

◆ Group Related

- @NCSU, @RCCC, @CCMC

如何使用標籤 (Tags)?

More Examples:

- ◆ Apply Tags with different Naming Convention
 - Actions: To Read, To Do, To Develop, To Pray...
 - Groups: @RCCC, @CCMC, @DCCF...
 - Topic or Subject: ^Work, ^Faith, ^Family...
 - Time: In Today, In Days, In Week, In Month...
 - Special Grouping: %Bible, %Work, %Nature...
 - Ranking Related: *★★★★★
- ◆ Browse Notes that are applied with various Tags

Activity 5: Searching

- ◆ Browse through hierarchical structure (Stacks, Notebooks, Notes)
- ◆ Sort the Notes based on Title, Dates, Size, etc.
- ◆ Search Notes by Text in All Notes, in A Notebook, or Notes with A Tag
- ◆ Find A Note by Locations
- ◆ Search through complex search formula (which can be saved and reuse)

Discussion 2: About the Tool

- ◆ What is the difference between a Note in Evernote and a Word document?
- ◆ What is the difference between Evernote and Dropbox or Box?



Methodology

記筆記可以改變 我們的生活、生命嗎？

- ◆ 寫筆記，不只是記下我們想要記得的事，更要讓我們的生活得增進、生命得成長…
 - Record To Remember
 - Re-Search and Identify to Use
 - Re-Process and Re-Think to Develop
 - Remind and Prioritize to Plan
 - Review and Reflect to Learn
 - Re-Evaluate and Response to Improve

如何來記錄、整理筆記？

- ◆ 將記錄、整理筆記，分成下列三個階段：
 - 記錄階段：Capture Stage (Anytime)
 - 處理階段：Process Stage (Daily)
 - 評估階段：Review Stage (Weekly)

第一階段：記錄階段

◆ 我們為什麼要記錄？

- 我們記錄是為了_____！
- 我們記錄是為了『要記得』？
- 我們記錄是為了『可以忘記』！
- 我們記錄下來，就不用花工夫去記它，可以用我們的心思意念去做更重要的事…。

第一階段：記錄階段

◆ 我們怎麼去記錄？

- 用紙、筆記本、手機、平板電腦、電腦…等，隨時隨地 (Anytime) 去記錄…。
- 捕捉任何想法、意念、話語、事項、圖像、文件…等，先不用去思想如何編排、整理…。
- 要能夠把這些草稿，集中在一個待處理的地方，無論是文件匣或是電腦的待處理區間…。

第二階段：處理階段

◆ 我們怎麼去處理我們的記錄？

- 每天分別一段時間來處理所記錄的資料…。
- 處理的時候，可以加更多的細節、想法、格式、編排，並可加以歸檔…。
- 若是使用 Evernote，將筆記挪至適當的筆記簿 (Notebook) 並貼上適合的標籤 (Tags)。
- 若是習慣使用電腦，可考慮將紙張的記錄轉為電腦格式的記錄，並在完成後，丟棄或是劃掉處理過的筆記…。

第二階段：處理階段

- ◆ Complete Your Note
- ◆ Organize Your Note
 - Which Notebook to resides
 - Which Template to apply
 - Which Tags to attach
 - Any References Link to add
 - Time and Place
- ◆ Process Your Note

第二階段：處理階段

◆ 在處理我們的記錄時，最重要的是什麼？

- 我們除了處理我們的記錄，這時是我們可以加上『反思』與『回應』的時候…。
- We Think、We Feel、We Act！
- 『反思』是去思想，我們所記錄的這些，與我們自己有什麼關係？
- 我們對這些『反思』，又有什麼樣的感受？
- 而對這些『反思』與『感受』，我們現在可以有什麼『回應』？我們現在可以做什麼？

第三階段：評估階段

◆ 爲什麼我們記筆記還需要有評估的階段？

- Practice makes it perfect?
- Practice makes it permanent!
- Practice “Right” makes it perfect!
- 我們還需要評估我們所有的回應行動，使我們能做的更好！

第三階段：評估階段

◆ Review to Improve...

- Grateful things and people to thank
- Lessons to learn
- Ways to improve
- Ideas to develop
- Questions to ponder
- Encouragements to remember
- Goals, Milestones, and Dreams to achieve

第三階段：評估階段

◆ 我們如何去評估？

- 在筆記上標示它們現在的階段：
To Process, To Act, To Review...
- 每週可以花一些固定的時間，來省察這些詩
評估的筆記...。



Attitude

What's Next?

- ◆ Start to take notes or migrate your notes.
- ◆ Try it out by organizing your Notebooks, assigning the Tags, and searching your contents.
- ◆ Also use it for identifying / prioritizing your tasks, review your actions, develop your ideas, and accumulate your experiences.

What's Next? (Continued)

- ◆ There is no one right way for note taking...
- ◆ If there is, the only right way is the way that can let us continue to take notes and improve...
- ◆ 讓我們開始建立我們的『個人筆記庫』...