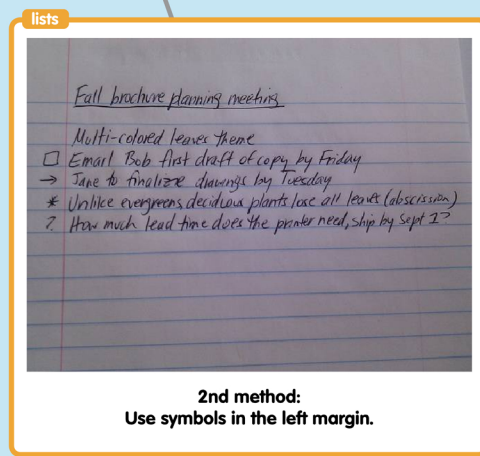


lists

Organize your notes in one of two ways.

lists

Fall Brochure Planning Meeting	
To do	Facts
Email Bob first draft of copy by Friday	Multi-colored leaves theme
	Unlike evergreens, deciduous plants lose all of their leaves for the part of the year (abscission)
To do (others)	Questions
Jane to finalize drawings by Tuesday	To ship by Sept 1 how much lead time does the printer need?
1st method: Split your page into quadrants.	



lists

Put a ? next to questions you want to ask or follow up on.

lists

Use an asterisk * for important facts.

lists

Use an arrow for others' TODO's.

lists

Draw a checkbox for your own TODO's.

2nd method:
Use symbols in the left margin.