

186: The Power Trifecta for Getting Organized

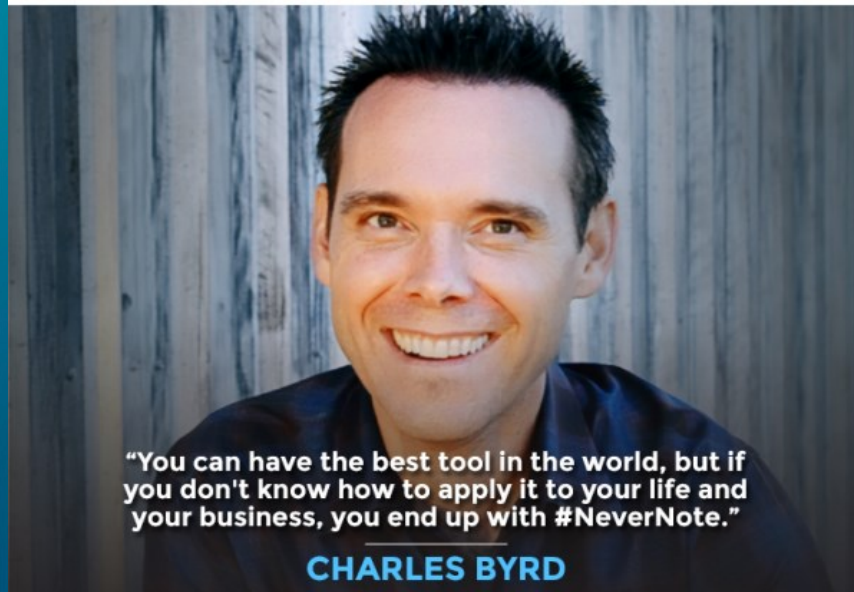
10 Point Checklist

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 <http://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/>