

How to Take Smart Notes

by Sonke Ahrens

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Create an inbox note**

For the next article or chapter you read, capture one raw thought in a temporary inbox before you polish anything.

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⁰² **Rewrite one highlight**

Choose a saved highlight and rewrite it as a complete sentence in your own words, without looking at the source.

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⁰³ **Make it atomic**

Split a big idea into one permanent note that contains exactly one claim, one example, and one reason it matters.

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⁰⁴ **Add two links**

Connect that note to one older idea it supports and one older idea it complicates or contradicts.

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⁰⁵ **Ask the next question**

End the note with a question that would make tomorrow's reading or writing session easier to begin.