SALESEDGE FIELD GUIDE / ENGLISH EDITION

# A NOTES SYSTEM THAT PRODUCES WORK

Capture, connect and create.

## READ / APPLY / REVIEW

Complete English guide + editable source text.

Individual personal and professional use.

FIELD GUIDE / ENGLISH EDITION

# A NOTES SYSTEM THAT PRODUCES WORK

Build a simple notes workflow that turns useful information into decisions and finished work.

## THE PROBLEM OF LOST NOTES

Have you had an idea away from your desk and forgotten it before you could use it? Highlighted a book and never returned to the highlights? Searched for something you were sure you wrote down, without finding it?

Those situations are reasons to improve how you capture and retrieve information. You do not have to rely on memory for every useful detail. An external system, digital or paper-based, can make ideas easier to revisit when you need them.

Think of the system as a working resource rather than a passive archive. Its inputs are reading, ideas and conversations. Its outputs might be articles, proposals, decisions or products. This guide calls the process CAPTURE–CONNECT–CREATE.

## WHY COLLECTING IS NOT ENOUGH

A notebook, meeting document or phone app can be useful. The problem begins when capture is the only step. Notes accumulate without links, context or a reason to return to them.

A chronological notebook is convenient for a meeting but may make an older cross-topic connection harder to find. A document in a forgotten folder may be accurate and still be unavailable when the next project needs it. Several inboxes can turn a small retrieval task into a search across tools.

CAPTURE–CONNECT–CREATE adds an explicit next step to collection. Each stage should support the next. Keep the tool simple enough that you will use the process, rather than maintaining a complicated archive for its own sake.

## STAGE 1 — CAPTURE

Capture brings a useful observation, idea, passage or conversation into a place where you can retrieve it. The aim is not to save everything you encounter. It is to preserve material that has a plausible use.

Choose what resonates. Save something that surprises you, challenges an assumption, clarifies a problem or seems applicable to your work. If you cannot explain why you want it, consider leaving it out.

Choose one main inbox. Use a notes application, a simple folder or another tool you already have. A pocket notebook can cover ideas that arrive away from screens. Transfer the notes you want to keep into the main system during a short review. The principle is one reliable destination, not a requirement to buy software.