Note Taking

Notes and the Tools We Use

Jerry Harris July 2022

Notes Agenda

- whoami and whyami Doing This
- Broad Category of Notes
- Useful Features
- Tools Comparison Chart
- Screenshots from Evernote, OneNote, SimpleNote, and Obsidian
- Pros/Cons for Evernote, Onenote, and Obsidian
- Deep Dive on Obsidian

whoami and whyami

(base) jerryharris@Jerrys-MBP notes % whoami
jerryharris
(base) jerryharris@Jerrys-MBP notes %

Apropos Background

tl;dr - years and years of trying different methods and tools of taking notes

Tool Used	Use Cases
Steno Pad	Checklists, Meeting Notes, some planning
Emacs Outline-mode	Outline, Checklists, Planning, Meetings, Writing
Mind Map	2D Outline, Checklists, Planning, Meetings, Writing
Evernote	Outline, Checklists, Planning, Meetings, Writing, Web clipping
Airtable	Checklists, Status Reports, Presentations, Knowledge building, Interviewing, Data Gathering, Analysis/Calculations
Obsidian	Outline, Checklists, Planning, Writing, Presentations, Knowledge building, Publishing, Interviewing, Analysis/Calculations

whyami doing this?

- I haven't found a system that satisfies all my use cases ... until now
- The tool I'm using now has also introduced me to new use cases
- Interested in sharing with others what I've learned

Broad Category of Notes

Code	Name	Description
N1	Simple Text	unstructured text, ad hoc, short-term, stand alone notes
N2	Structured Text	Simple Text + outlines, check lists, hierarchical, short- to medium-term
N3	Rich Text	Structured Text + lists, pictures, bold/italic/underline, tables, daily notes
N4	Content	Rich Text + headers, TOC, tables, publish-ready
N5	Second Brain	Content + super enriched content, full-text search, plugins to enhance and add functionality, super customization, backlinks, graph view

Other Useful Features

Web clipper: a browser extension that captures content from current page into a new note **Publisher**: publish a set of notes for sharing with others on a Web site or PDF document **Plugins**: adds extra functionality and possibly integrates with 3rd-party services Freehand Drawing: highlighting, marking up, shapes, lines **Background image**: different images to represent lined paper or graph paper **File Embed**: embed a PDF or other types of files into the note; preview of the PDF is "extra credit" **Note linking**: links across different notes of "files" **Note organization**: organize notes into folders, tag notes with #hashtags, sync across devices **Themes**: switchable colors, layouts, dark/light mode, etc. Search: full-text, titles, file names, etc. **Platform Decoupling**: contents stored in local files

Tools Comparison Chart

Tool	Note Types	Main Features		
Evernote	N3	Web clipper, File Embed, Note Linking, Note Org, Search, Proprietary format	Code	Name
OneNote	N3-ish	Drawing, Background Image, Note Linking, File Embed (no preview), check lists (poor), tables (buggy), Proprietary format	N1 N2	Simple Text Structured Text
SimpleNote	N1	Note linking, Outline only, Simple Checklists, Proprietary format	N3	Rich Text
Notepad/ Textedit	N1 in plain text N3 in rich text	Quick editing for copy/paste between apps	N4 N5	Content Second Brain
Obsidian	N5	Publisher, Integration, File Embed, Note Linking, Note Org, Themes, Second Brain, Search, Local text files		

Screenshots from Evernote, OneNote, SimpleNote and Obsidian

3 Examples

- Outline simple outline with bullet points and a few checklist items
- Content add a table and embedded image
- Embedded File embed a PDF all support this, so it's in Background section

Evernote -Outline

- Rich text
- Check list
- Outline
- Bullet points
- Only 3 levels of organization

- Jerry
- + New Note
- Evernote 2
- □ GReader Starred 30
 ▶ 글 Job Stack
- ► JOD Stack
 ► Mediation
- → 📑 Misc Research
- Notebook Research 3
- ▶
 → Notebook Stack
 ▶
 → Personal
- ▶
 ■ Pier Wave Consulting
- Programming Intro 4
- 🗈 Trails 7
- ▶ 🖹 X-CS
- ▶ ≧ X-CS Team Archive
- ▶ 🖻 X-EnerNOC
- ► 🗟 X-EnerNOC Sustainability
- ▶ 壹 X-GE







SWOT Actions -Final Slides Presented on May 24, 20...



24/22

[outline]SWOT Actions - preparati... Checklist: Create and fill in SWOT table Find a good

🖻 Notebook Research 🔒 👘 🖬

Created: May 24, 2018 Updated: Jun 24, 2022

[outline]SWOT Actions - preparation work

Checklist:

- Create and fill in SWOT table
- Find a good Iron Triangle graphic

SWOT Notes:

- Shift the triangle to emphasize built-in quality and customer value
- Expand data consolidation between Ops / Eng / BI to enable deeper data-driven decision-making:
- Introduce a daily cross-functional ProdOps meeting
- Create Tech Roadmap to address architectural and best practice issuesting, etc.
- SWOT Table
 - Fill in later
- Team Recommendations:
 - $\circ~$ Explore changes to Scrum teams to be more cross-functional and full-stack
 - Have dedicated B2B QA resources
 - $\circ~$ Do 9-box analysis to identify top performers and potential flight-risk
- Iron Triangle for Project Management
 - Find a good Iron Triangle graphic

Evernote -Content

- Tables good features
- Images resizing

Notebook Research 🔒 👘 🖬 🖬 🖬 🖬

Created: May 24, 2018 Updated: Jun 28, 2022

[content]SWOT Actions - preparation work

- Create and fill in SWOT table
- Find a good Iron Triangle graphic

SWOT Notes:

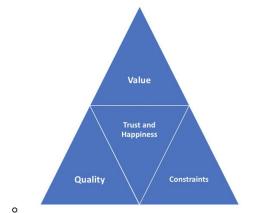
- ...removed for screen shot
- SWOT Table

Strength:

- Individual desire to do what's best for the business
- Observed good team spirit and camaraderie
- Long tenure with deep business and technical knowledge
- Strong commitment evidenced by long commutes by key people

Opportunities:

- Do 9-box analysis to identify top performers ar
- Iron Triangle for Project Management



Weakness:

- The Iron Triangle is unbalanced
- Lower quality and reduced trust
- Handling production issues is via individual and informal communication means
- Data silos: Information about system breakage or releases not communication widely

Threats:

:0

- When the Iron Triangle remains unbalanced in one direction for a long time, business performance is vulnerable to inefficiencies
- New features need to assure that seller data can not be easily screen scraped by a competitor



OneNote -Outline

• Rich text

- Check list
- Outline
- Bullet points
- Only 3 levels of organization

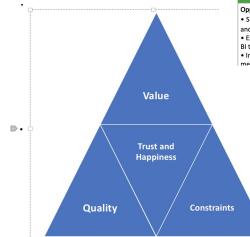
 SWOT Analysis ~ Company Analysis 	[outline]SWOT Actions	[outline]SWOT Actions - preparation Monday, June 27, 2022 9:28 AM
	[content]SWOT Actions SWOT Actions – final sli	Checklist: Create and fill in SWOT table Find a good Iron Triangle graphic SWOT Notes: • Shift the triangle to emphasize built-in quality and customer value • Expand data consolidation between Ops / Eng / BI to enable deeper data-driven decision-making: • Introduce a daily cross-functional ProdOps meeting • Create Tech Roadmap to address architectural and best practice issuesting, etc. • SWOT Table

OneNote -Content

• Tables -

- embedded images
- Easy creating
- Difficult re-arranging
- Images resizing
- Drawing layer

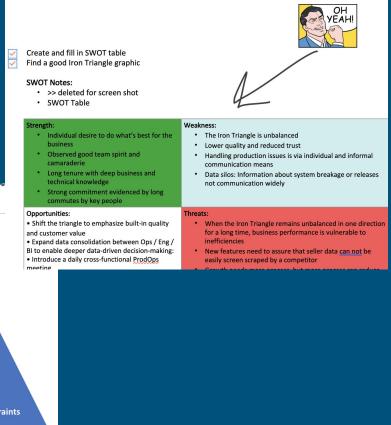
Iron Triangle for Project Management



[content]SWOT Actions - preparation

Monday, June 27, 2022 9:30 AM

Checklist:



SimpleNote

- 1-level of organization
- Checklists
- Inter-note linking
- No rich text: bold, italics, underline
- No bullet points
- No embedded images
- No tables
- Not much better than TextEdit (Mac) or Notepad (Win)

All Notes

O. Search all notes and tags

[content]SWOT Actions - preparation work

[outline]SWOT Actions - preparation work

Welcome to Simplenote

[content]SWOT Actions - preparation work

Checklist:

 \square

Create and fill in SWOT table

Find a good Iron Triangle graphic

SWOT Notes:

* ...removed for screen shot

* SWOT Table

Strength:

* Individual desire to do what's best for the business

* Observed good team spirit and camaraderie

* Long tenure with deep business and technical knowledge

* Strong commitment evidenced by long commutes by key people Weakness:

Obsidian -Outline

- **Rich text**
- Check lists
- Outline
- **Bullet** points

	Cr	necklist:
< (Sample	Create and fill in SWOT table Find a good Iron Triangle graphic
Sample Notes - Content		
Sample Notes - Outline	SV	VOT Notes:
 Note Kanban Note Taking Presentation Sample Notes - Final Slides temp MD Editor Comparison 	tes - Outline ↓ . ↓ .	 Shift the triangle to emphasize built-in quality and customer value (Expand data consolidation between Ops / Eng / BI to enable deeper data-driven decision-making: Introduce a daily cross-functional ProdOps meeting Create Tech Roadmap to address architectural and best practice issuesting, etc. SWOT Table (<i>Fill in later</i>) Team Recommendations: Explore changes to Scrum teams to be more cross-functional and full-stack (Have dedicated B2B QA resources) (Do 9-box analysis to identify top performers and potential flight-risk Iron Triangle for Project Management (<i>Find a good Iron Triangle graphic</i>)

- Multiple levels of note organization whatever your local file system can support
- File format is plain text using Markdown

Obsidian -Content

• Tables -

- Easy creating
- Difficult re-arranging
- Complex tables hard to edit

• Images

- Easy to re-size
- Stored as separate files

Checklist:

₿

Sample

Notes

Content

Create and fill in SWOT table

- Find a good Iron Triangle graphic
- Build slides

SWOT Notes:

- $_{
 m +}$ Shift the triangle to emphasize built-in quality and customer value
 - $\circ ~ \left[{\rm Constraints ~on~Schedule,~Cost,~and~Scope~still~exist,~but~aren't~goals~by~themselves} \right...deleted for screen shot$
- + (Do 9-box analysis to identify top performers and potential flight-risk

SWOT Table

Strengths

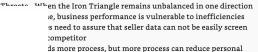
 Individual desire to do what's best for the pusiness
 Observed good team spirit and camaraderie
 Long tenure with deep business and technical

Long tenure with deep business and tech
 knowledge

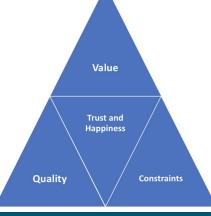
Strong commitment evidenced by long commutes converse converse

- Weakness- The Iron Triangle is unbalanced
- Lower quality and reduced trust
- Handling production issues is via individual and informal
- communication means
- Data silos: Information about system breakage or releases not communication widely





g revenue restrains experimentation with user features that 1 increase revenue



Pros/Cons

These are based on my experiences. ymmv

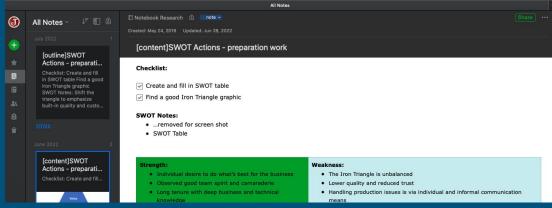
Pro/Cons -Evernote

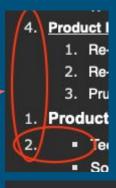
Pros:

- Good table support
- Good sharing / collab w/ others
- Sync to 1 other device for free
 - Pay \$ for more

Cons:

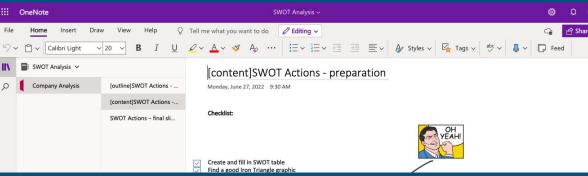
- Buggy bullet points
- Copy/paste to other apps can often mangle them
- Hard to link to other notes
- Files stored on Evernote servers, not locally
- No Extensibility features have stagnated
- Only 3 levels for organizing notes





- Notebooks
 - INBOX 7
 - 🗕 🚽 Agile Stack
 - 🗈 Agile 6
 - □ SAFE Scaled Agile 3

Pros/Cons -OneNote



- Free with Outlook / Office
- Drawing layer
- Background images for lines / graph paper
- Share w/ others at company
- Math support

Cons:

Pros:

- Poor table management
- Hard to link to other notes
- Only 3 levels of organizing notes
- Checklists are poorly implemented

Name	Notes
His was my attempt	
To move a column	
So I cut it and pasted it	
And This happened	
Cool that you can embed a table in a table	
But why?	

Pros/Cons -Obsidian

Pros:

- Free open source
- Dynamic community support
- Markdown files stored locally
- Highly extensible
- Github syncing \bullet
- Strong hyperlinking and search
 - Useful to build Maps of Contenders MOC Sources MOC

Cons:

- Simple tables easy to create
 - more complex tables are much harder
- Advanced uses are somewhat DIY

Habits MOC

This is showing the Unifying Phase of MOCs

Understanding Habits

02 Projects



Build OLM Repo Target: Publish it

Goal: e Create Cool Stuff

Deadline: #2022-02-28

Projects Dashboard

Completed Project Target: To complete this project Goal: @*Create Cool Stuff Deadline: 72022-02-27 Complete: Make homemade pesto

Deadline: Invalid date

Complete: X Target: Make a tasty pesto Goal: @*Learn to make pastas

I want to...

l want to...

Graph view





!! Overdue Tasks • Upcoming Tasks • O Completed Tasks

All Tasks

0 ×

Buy Q-Tips 172022-02-28 Climb a tree 2 2 2022-02-27

Project Tasks

Finish Build T 2022-02-27 (Build OLM Repo > Tasks) Finish Guide 2022-02-28 (Build OLM Repo > Tasks) Find recipe 2022-02-28 (Make homemade pesto > Tasks Buy herbs & garlic 17 2022-02-28 (Make homemade pesto Tasks)







▶ Goals MOC Habits MOC [[Walking through

More About Obsidian

What is Markdown?

Markdown is a lightweight markup language for creating formatted text using a plain-text editor. Created 2004, Markdown is widely used in blogging, instant messaging, online forums, collaborative software, documentation pages, and readme files.

- Wikipedia

The overriding design goal for Markdown's formatting syntax is to make it as readable as possible.

- John Gruber, co-inventor

Header 1

Sample Markdown Doo

This is an Obsidian Markdown document. Markdown is a simple formatting syntax for authoring notes and webpages.

Use an asterisk mark to provide emphasis, such as *italics* or **bold**.

Create lists with a dash: - Item 1 - Item 2 - Item 3 Use back ticks to create a block of code

Embed LaTex or MathML equations, $\int \frac{1}{n} \sum_{i=1}^{n} x_{i}^{i}$

Or even footnotes, citations, and a bibliography. [^footnote]

Also can embed images in a self-referential way. [[Sample Markdown Doc-20220711-1.png|250]]

Links can be created to other files [[File 2]] Or websites [Webb Telescope](https://www.nasa.gov/content/goddard/webb-tel escope-image-galleries-from-nasa)

[^footnote]: Markdown is easy to use

Header 1

This is an Obsidian Markdown document. Markdown is a simple formatting syntax for authoring notes and webpages. Use an asterisk mark to provide emphasis, such as *italics* or **bold**. Create lists with a dash: • Item 1 • Item 2 • Item 3 Use back ticks to create a block of code Embed LaTex or MathML equations, $\frac{1}{n} \sum_{i=1}^{n} x_i$ Or even footnotes, citations, and a bibliography. ^[1] Also can embed images in a self-referential way.

Links can be created to other files File 2 Or websites Webb Telescope 2

1. Markdown is easy to use *⊖*

Obsidian Example Premise

- Research project
- Simple File Structure
- Interviews
 - Questions and answers captured in individual Obsidian documents
 - Want to easily surface Objections, Follow-up questions, Pain and Pleasure Indices
- Simple Graphs of some Metrics
- Data Gathering for Analysis

	-	1.00	_ 1	-	-		-
÷	-	T (וכ	е	С	τ	5
•			- 1	-	~	•	-

- ↓ Note Survey
- ↓ Interviews
 - Builder Bob
 - Jerry Evernote
 - Jerry Obsidian
 - SamlAm
- Note Survey Analysis
- Note Survey Conclusion
- Note Survey Interviews
- Note Survey Kanban
- Note Survey Project Overview

Overview Doc

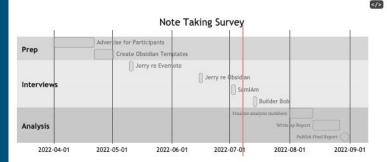
Provides an overview of the project:

- Goals
- Timeline
- Interview subjects & schedule

Project Goals

Survey users on their usage of note tools. Capture feedback on their tool(s) of choice, their primary use cases, key features, and pain and pleasure indices.

Timeline



Interviews

Subjects will be asked the same questions. Their responses will be capture in Obsidian using the same template. It's ideal if we can get an interview with a person before and after they've changed note taking apps.

Subjects

File ⁽⁴⁾	occupation	Interview Date
Jerry - Evernote	Consultant / Manager / Software Engineer	2022-05-10 done
Jerry - Obsidian	Consultant / Manager / Software Engineer	2022-06-15 done
SamIAm	Avoider of Green Eggs and Ham	2022-07-02 partial
Builder Bob	Construction Foreman	2022-07-13 upcoming

Interview Overview is at Note Survey Interviews

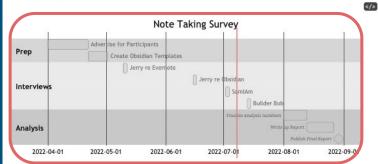
Plugins Add Features

- These sections are images pasted from another tool
- They are powered by plugins that are open source and easy to use

Project Goals

Survey users on their usage of note tools. Capture feedback on their tool(s) of choice, their primary use cases, key features, and pain and pleasure indices.

Timeline



Interviews

Subjects will be asked the same questions. Their responses will be capture in Obsidian using the same template. It's ideal if we can get an interview with a person before and after they've changed note taking apps.

Subjects

File (4)	occupation	Interview Date
Jerry - Evernote	Consultant / Manager / Software Engineer	2022-05-10 done
Jerry - Obsidian	Consultant / Manager / Software Engineer	2022-06-15 done
SamIAm	Avoider of Green Eggs and Ham	2022-07-02 partial
Builder Bob	Construction Foreman	2022-07-13 upcoming

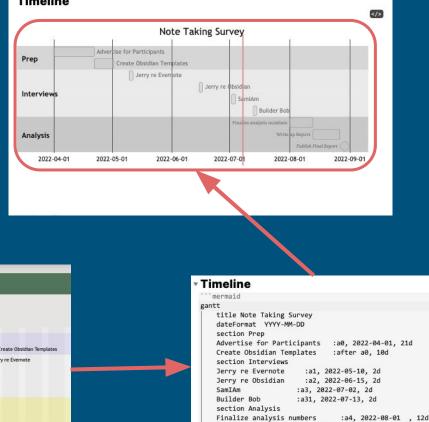
Interview Overview is at Note Survey Interviews

Diagrams

- 'Mermaid' is a plugin that renders different diagram types
- It has a web-based interactive editor
- The diagram is described using plain text

Survey users on their usage of note tools. Capture feedback on their tool(s) of choice, their primary use cases, key features, and pain and pleasure indices.

Timeline



Write up Report

:a5, after a4, 14d

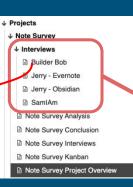
Publish Final Report :milestone, after a5, 5d



Simple Data Queries

'Dataview' plugin queries documents and extracts data

Builder Bob



Interview Subject

Name:: Builder Bob Occupation:: Construction Foreman interview-date: 2022-07-13 upcoming

↓ Current Note Taking Syste मा

Q: What tools do you currently use for no note-tool:: Unknown

Interviews

Subjects will be asked the same questions. Their responses will be capture in Obsidian using the same template. It's ideal if we can get an interview with a person before and after they've changed note taking apps.

Subjects

File ⁽⁴⁾	occupation	Interview Date
Jerry - Evernote	Consultant / Manager / Software Engineer	2022-05-10 done
Jerry - Obsidian	Consultant / Manager / Software Engineer	2022-06-15 done
SamIAm	Avoider of Green Eggs and Ham	2022-07-02 partial
Builder Bob	Construction Foreman	2022-07-13 upcoming

Interview Overview is at Note Survey Interviews

Subjects

``dataview

table occupation, interview-date as "Interview Date"
from #proj/note-survey and "Projects/Note Survey/Interviews"
sort interview-date asc

Interview Overview is at Note Survey Interviews

Stats and Charts

Queries do some simple statistics like average

Another plugin displays a wide range of charts based on data extracted from documents and continuously updated:

- Line, pie, bar, radar, stacked, area, etc.

Top-line Analysis

Average Pleasure and Pain per Note Tool

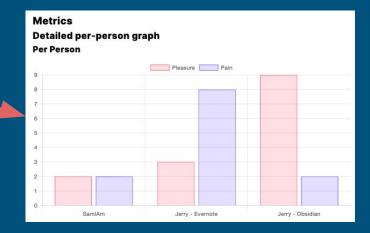
Average per Tool

Group (3)	Note Tool	Num Rows	Pleasure Avg	Pain Avg
Evernote	Evernote	1	3	8
Obsidian	Obsidian	1	9	2
OneNote	OneNote	1	2	2

Average Pleasure and Pain per Note Type

Average per Tool

Group (3)	Pleasure Avg	Pain Avg	Num Rows
N1	2	2	1
N3	3	8	1
N5	9	2	1

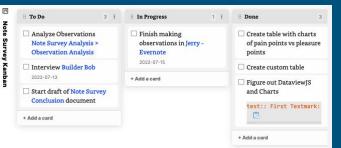


Project Management

2 Se

BSM 2

曲



tes	02 Projects	1 × 1	02 Action			1	× ;
arch							
irred							
1.11		-	· · · · · · · · · · · · · · · · · · ·				
-LIFE-MANAGER-MASTER		10					
02 Action	*						
 V 01 Tasks 							
L 02 Projects	Y W						
7 03 Goals	and the state of the second	Same and the second					
Create Cool Stuff	and the second sec	annual state of the	▲ Alignment				
Cearn to make pastas			Alignment				
04 Values	Projects Dashboard		Z VALUES				
04 Values			File V	Why			
PBe Zesty		ŤĻ		or pasta and bread			
Prolific	Completed Project	Build OLM Repo		Because why would you be any other way?			
2 Action	Target: To complete this project	Target: Publish it			,,.		
03 Periodic	Goal: @*Create Cool Stuff	Goal: @*Create Cool Stuff	@ GOALS				
	Deadline: 172022-02-27	Deadline: 2022-02-28	File	Why	Value	Deadline	Co
	Complete: 🔽	Complete: 🗙	Create Cool Stuff	Because why wouldn't you	Prolific	1 2022-03-0	6 X
poards			Cearn to make pastas	For zest!	💎 Be Zesty	77 2022-03-0	6 X
Alignment	Make homemade pesto						
Tasks	Target: Make a tasty pesto		▶ PROJECTS				
Projects	Goal: @*Learn to make pastas		File	Target	Goal	D	eadline
Goals Values	Deadline: Invalid date		Build OLM Repo	Publish it	er Create Coo		2022-0
	Complete: 🗙		Make homemade pesto		Cearn to m		valid da
dic Overviews			Completed Project	To complete this project	er Create Coo		2022-4

'Kanban' plugin displays Checklist items in configurable columns

A Project/Task Framework with dashboards

Complex Data Gathering

'Dataview' has even more advanced uses

Jerry - Evernote

Observation:: Evernote formatting of bullet points and number

Q: Do you dread having to take a note?

Not dread, but it's not easy jumping to a notebook under which notes. I never know when the bullet point bug will crop up...the minutes to fix it. Especially if I have to re-do the numbered list.

Observation:: Jumping in quickly to take a note is difficult

Q: Do you often find yourself frustrated when you want to captu can't think of a good way to do it? Yes...especially when I need to re-factor a note into several conn become more detailed and complex.

Observation:: Organ zing connected notes in Evernote is not ea enough.

- Obsidiar

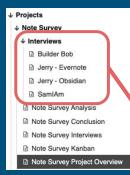
Switching Costs

Q: Is price a consideration if you ware to switch? To Obsidian? It's free, except a you want to pay for Sync or Publishing still get syncing and publishing for free using plugins.

fup-q:: Which plugins do you use for sync and publish?

Observation:: Costs \$ to get platform-supported Syncing and Publish

Q: Is it difficult to extract your current notes?



Observations

© Jerry - Evernote:

- (Evernote formatting of bullet points and numbered lists is buggy
- (Jumping in quickly to take a note is difficult
- Organizing connected notes in Evernote is not easy; tools aren't flexible enough.
- Lock-in to Evernote is relatively high

Jerry - Obsidian:

- [Mobile support requires some customization to avoid running a bunch of plugins
- [Documentation for community plugins is simplistic, but help is available with Goog
- The community of people using Obsidian is open and easily available via a Google se Discord chat request
- Costs \$ to get platform-supported Syncing and Publishing to Web
- (Live Preview is a very useful feature

SamIAm:

- Sam's pain and pleasure points are low since he has very little use for note taking
- (Switching is not likely to happen

Follow-up Questions

Ierry - Obsidian:

- [What would increase pleasure of using the tool to a 10?
- Which plugins do you use for sync and publish?

Observations

```dataview

list Observation from #proj/note-survey and

"Projects/Note Survey/Interviews" where Observation != null sort file.name asc

## Second Brain Stuff

n Habits 阍 MOC tag:#MOC ▶ FlowCreation MOC 1 ▶ Goals MOC **v** Habits MOC [[Walking through the 3 phases of MOCs]] %% tags:: #MOC #on/PKM #on/habit %% ▶ Health MOC I want to... ▶ Ideas MOC Interests MOC Language MOC

- LYT Kit
- ▶ LYT Notes MOC Metaphor MOC
- ▶ Mindsets MOC
- ▶ People MOC
- ▶ Philosophy MOC
- ▶ PKM MOC ▶ Places MOC
- ▶ Projects MOC
- Sources MOC

### **Habits MOC**

This is showing the Unifying Phase of MOCs

Unify & Merge with the whole; Enjoy, Use, Navigate, Reference - Enjoy the spatial constellation you created.

purposes: for final products (content creation), as a reference

a renewable summation of thought for the future you. An MOC is your easy access point back into the topic-whether

#### **Understanding Habits**

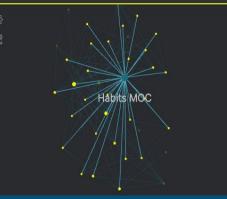
I want to...

### I want to...

- Click on "Open today's note". Tag it with #my/journal

- I want to further develop half-formed seedlings into fuller notes

#### 🎄 Graph view



An open source repo of files to help you capture information and unify it using Maps of Content (MOC). The graph view shows all other files linked to this Habits MOC.

# The End

# Background