

# Notes, Ideas, and Actions

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# notes about this worksheet

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Often, my most interesting thoughts come to me when I'm focusing on something totally unrelated. And if I don't intentionally write them down, I lose them.

So I created this set of worksheets to help you (and me!) capture those notes, observations, connections, ideas, and action steps instead of losing them forever.

Here's a bit more information about each worksheet:

- **Notes + Connections.** This first worksheet is general notes, observations, and connections. This is the place to scribble, to make note of things, to draw mind maps and diagrams and dream your heart out. I've included a version with lines and one without! I find I work best when I have both options nearby.
- **Ideas to Consider.** This is for specific ideas you have—like blog post topics, ecourse plans, offering potentials, and more! There is space to number those ideas (so if you need to keep scribbling on the back of the page, you can use the numbers to stay organized) as well as room for the type of idea, details, and the decision you make (*act now*, *collaborate*, *wait until February*, or whatever!).
- **Action Steps.** Just as you'll come up with ideas, you'll come up with things you *know* you want to do. It's way too easy to think, *Oh, I'll remember to do that*—but I find I rarely remember, and you may feel the same. So use this worksheet to capture your ideas, whether for a project like *start a newsletter* (make sure you break it down into smaller steps later!) or a specific task like *change the font color in my newsletter header*, so you don't have to worry about remembering a thing! I've left room for a deadline and an estimate of how much time that action step will take on each line, but feel free to use those spaces any way you like.

I hope these help you capture more of your thoughts and ideas going forward!

# NOTES + CONNECTIONS



A series of horizontal lines for writing notes.

# NOTES + CONNECTIONS

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# IDEAS TO CONSIDER

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IDEA NO.	TYPE	DECISION
DETAILS		

IDEA NO.	TYPE	DECISION
DETAILS		

IDEA NO.	TYPE	DECISION
DETAILS		

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