Exercise

# Maintaining Evernote

1. Create a Note called “Weekly Maintenance Session” and list the following in the body of the Note:

Get the list of Notes that were added into Evernote in the last 7 days.

Review those Notes to:

* + - Properly tag or move them to appropriate Notebooks
		- Clean up or add details to Notes, if/when needed
		- Delete any Notes if the idea or information became irrelevant or obsolete
		- Alternatively, you can run a search for Notes added within the last 7 days and organize them as per suggestions above. (Use created:week-1 or created:day-7 search operators to do that. I’d recommend taking it one step further and saving this search, so that you can simply select it from the drop down).

Clean up tags or Notebooks that you might have created or added throughout the week that don’t match your structure.

1. Use Evernote’s checkbox feature to create a checklist out of the above list.
2. Add this Note to your Shortcuts.