Solution

# 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

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

1. Click + New Note [Name of the Notebook]
2. Put “Weekly Maintenance Session” as the title
3. Copy-paste the above list into the body of the Note
4. Use Evernote’s checkbox feature to create a checklist out of the above list.

* Highlight the list
* Click “checkbox” icon on the formatting ribbon

1. Add this Note to your Shortcuts.

* Drag the Note to the Shortcuts area, OR
* Right click on the note and select Add to Shortcuts in the dropdown menu