

How To **SET UP YOUR NOTEBOOKS IN EVERNOTE**

Getting Started Guide by



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Step 1

Login to Evernote or [CLICK HERE](#) to create an account.

Step 2

Hover over Notebooks in the left side bar and click + to add a Notebook.



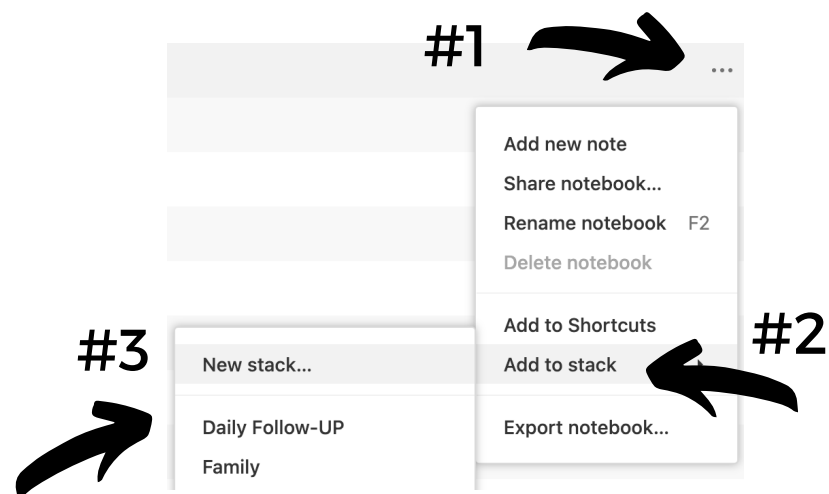
Step 3

Enter the name of your Notebook and click Create. Aren't sure what Notebooks to create? Use the ideas in this guide!

Bonus
Tip

You can add any Notebook to a stack. Click on the 3 dots and click Add to Stack.

Choose New stack or choose one that you've created.



Evernote Notebook Category Ideas

(Edit based on your needs.)

Action Board	To-Do's, Activity Logs, Action Items
Auto	Bills, Receipts, Repairs, Documents
Business Cards/Leads	Potential Customers/Clients
Conferences/Conventions	Notes, Agendas, Receipts, Travel Info
Coupons/Promotions	Emails, Scanned Coupons, Web Links
Customers/Clients	Order Info, Coaching Notes, Follow-Up
Default Notebook	Main Notebook, Miscellaneous
Home	Receipts, Statements, Tax Documents
Insurance and Retirement	Insurance and Financial Statements
Family (Stack)	
Name (Child One)	Schoolwork, Records, Report Cards
Name (Child Two)	Schoolwork, Records, Report Cards
Medical	Statements, Receipts, Reports
Memories and Special Notes	Cards, Photos, Certificates, Memories

Evernote Notebook Category Ideas

(Edit based on your needs.)

Projects (Stack)

Name (Project 1)

Project Information and To-Do's

Name (Project 2)

Project Information and To-Do's

Recipes

Web Links, Scanned Recipes, Notes

Taxes (Stack)

Taxes 2021

2021 Statements, Business Receipts

Taxes 2022

2022 Statements, Business Receipts

Training

Courses, PDF's, Webinars, Programs

Travel

Vacation Ideas, Reviews, Confirmations

Warranty/Manuals

Warranty Docs, Manuals, Instructions

Website Links

Blog Posts, Video Links, Bookmarks

What notebooks will YOU create?

Get started at

lydiamartin.biz/Evernote

Banish Business Clutter

With Lydia Martin

COURSES // COACHING // TEAM TRAINING // WORKSHOPS



Let's flash back to Lydia pre-2013!

I was a home-based business owner & mom with a busy, messy life...

- ✓ Drowning in piles of paper and unable to find anything
- ✓ Overwhelmed and feeling inadequate for not being able to get my business organized
- ✓ Dreading tax time knowing it would involve going through hundreds of receipts
- ✓ Constantly feeling like I couldn't "keep up"

In 2013, I was introduced to Evernote and my life and business were forever changed. More than just a great tool, it was the catalyst that inspired me to create an online system for my life and business and now I've helped thousands of business owners do the same.

Don't let disorganization and clutter hold you back from creating the life and business you desire. To learn more about our programs and resources, visit banishbusinessclutter.com or join our Banish Business Clutter group on Facebook.

Lydia xo



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