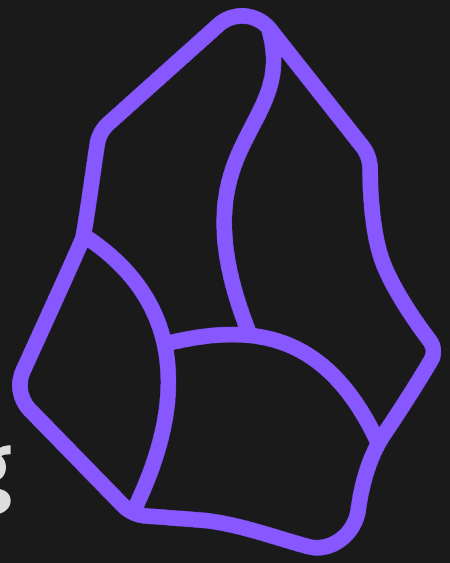
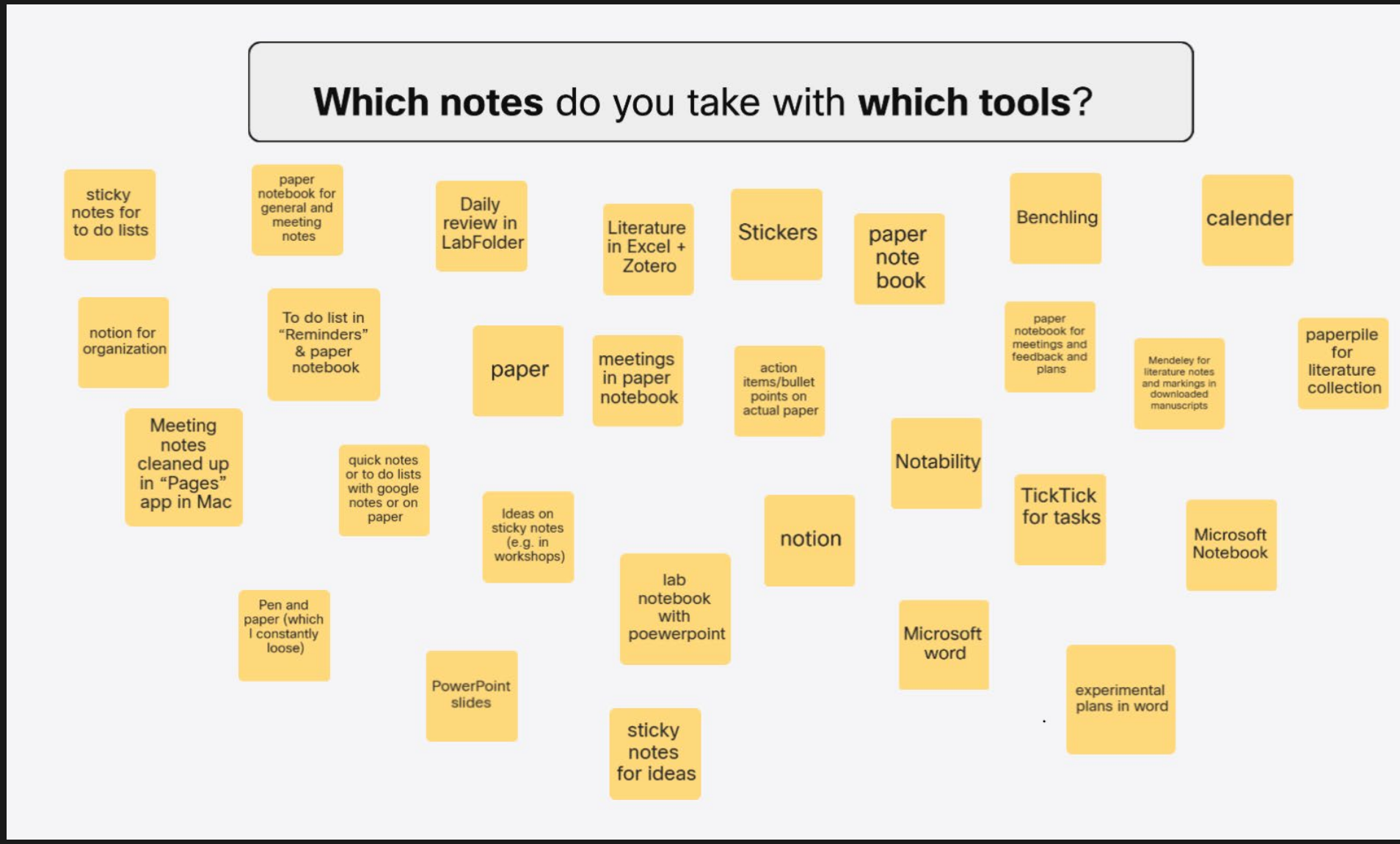
EFFECTIVE NOTE-TAKING WITH OBSIDIAN

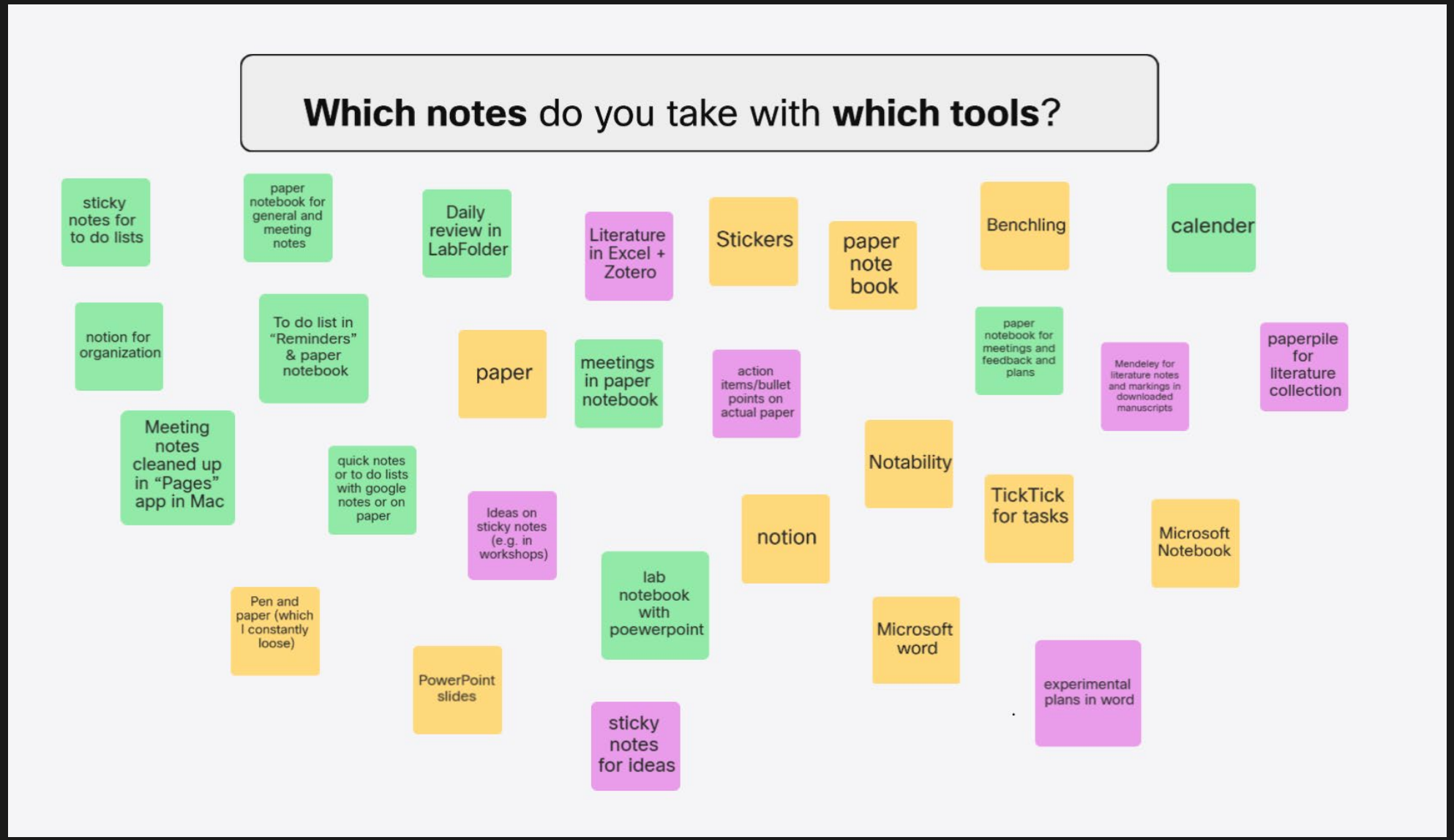
Selina Baldauf



Session 2: Organization & Planning


Which notes do you take with which tools?
sticky notes for to do lists
paper notebook for general and meeting notes
Daily review in LabFolder
Literature in Excel + Zotero
Stickers
paper note book
Benchling
calender
notion for organization
To do list in "Reminders" & paper notebook
paper
meetings in paper notebook
action items/bullet points on actual paper
paper notebook for meetings and feedback and plans
Mendeley for literature notes and markings in downloaded manuscripts
paperpile for literature collection
Meeting notes cleaned up in "Pages" app in Mac
quick notes or to do lists with google notes or on paper
Notability
TickTick for tasks
Ideas on sticky notes (e.g. in workshops)
notion
Microsoft Notebook
lab notebook with poewerpoint
Pen and paper (which I constantly loose)
Microsoft word
PowerPoint slides
experimental plans in word
sticky notes for ideas

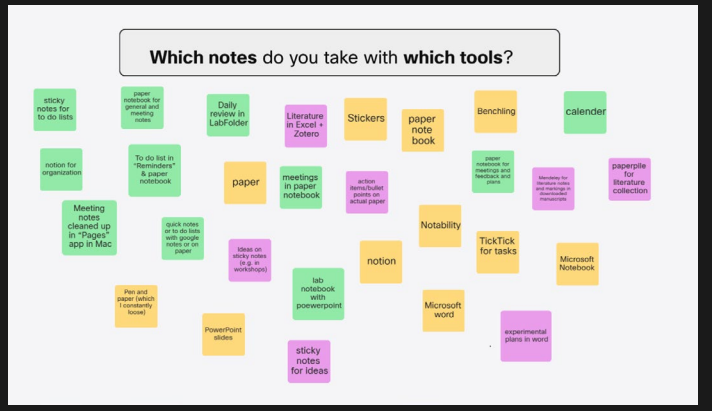
Day-to-day organization Reading, writing, knowledge A bit of everything



Today

Day-to-day organization and note-taking

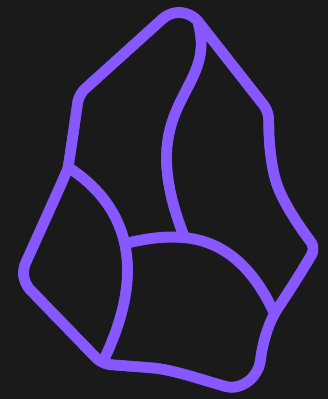
- **Plan** your work time with **periodic notes**
- **Manage** your **tasks** in Obsidian
- **Organize projects** effectively



Organization

- Theory + Live demo + Hands-on exercises
- More complex workflows and plugins
  - Materials are on the workshop website
  - Demo notebook at the end of the workshop

PERIODIC NOTES

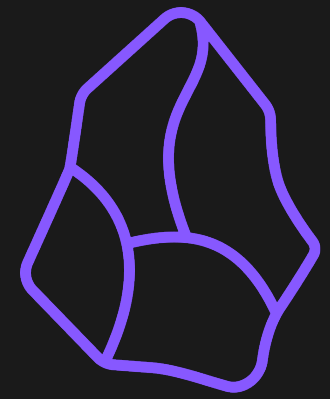


Periodic notes

- Notes you write **regularly** (daily, weekly, monthly, yearly, ...)
- Main purpose
  - **Organize**
  - **Plan**
  - **Reflect**
- Different periods, different notes
  - Daily/Weekly notes for **short-term planning** and tasks
  - Monthly/Quarterly/Yearly notes for **long-term goals**

DAILY NOTES IN OBSIDIAN

Don’t follow along, there will be an exercise afterwards

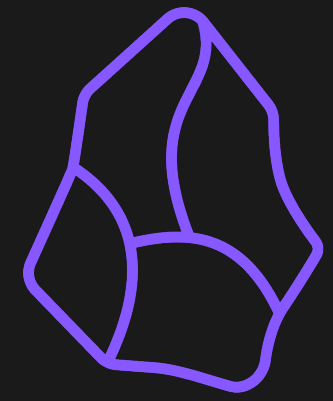


EXERCISE 1

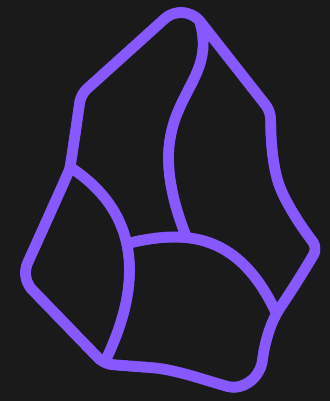
15 min, link to the exercise

Set up **daily notes** in your Obsidian vaults

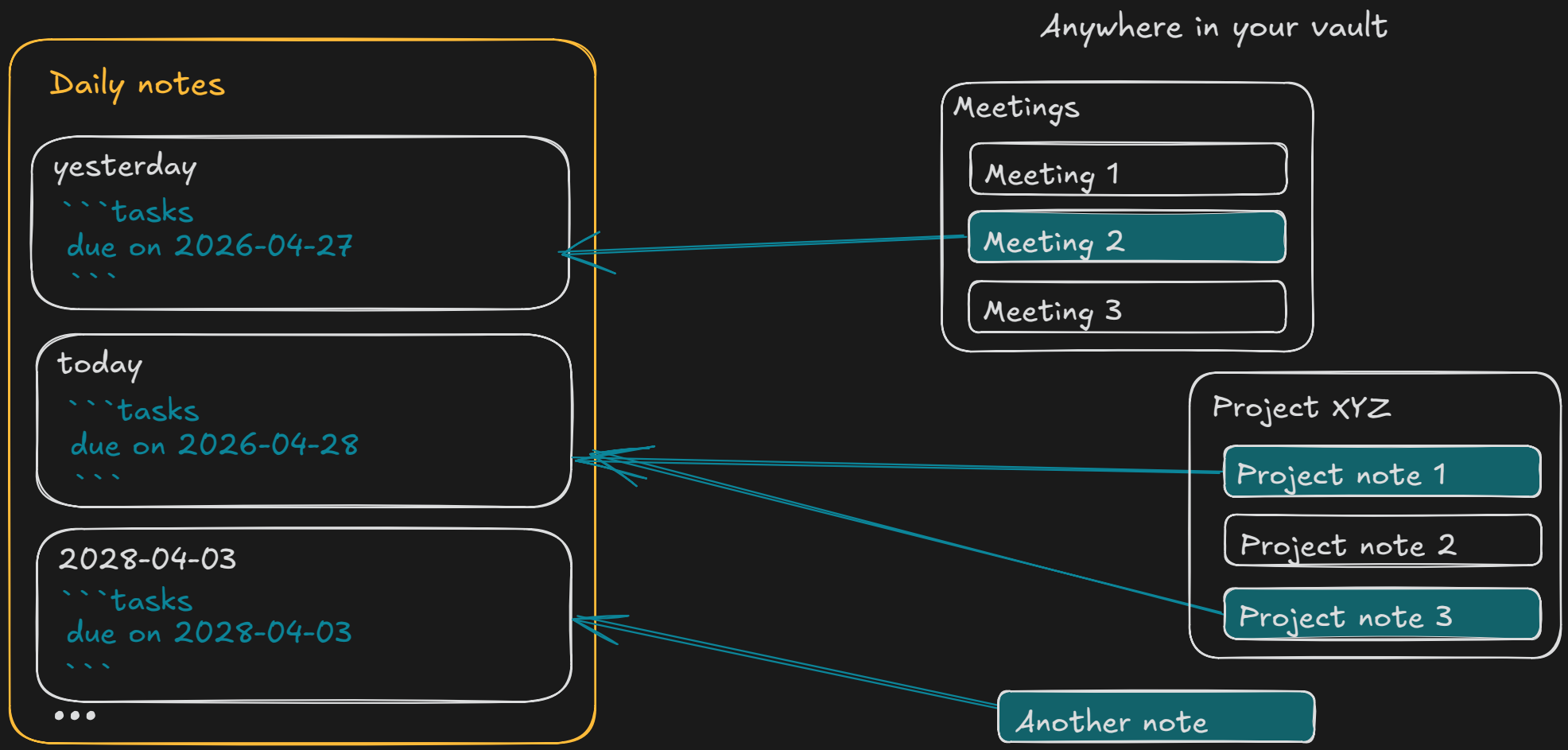
- Stay here to do the task
- I will be in the breakout room “Questions”
- If you have questions or problems: Join from **Breakout rooms** in meeting controls



MANAGE TASKS



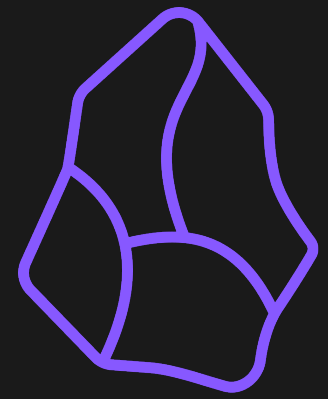
The *Tasks* Plugin



MANAGE TASKS

Using the *Tasks* plugin in Obsidian

> ⓘ Don’t follow along, there will be an exercise afterwards

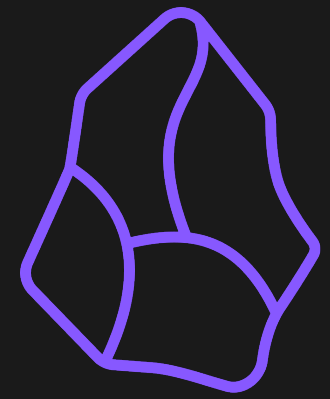


EXERCISE 2

10 min, link to the exercise

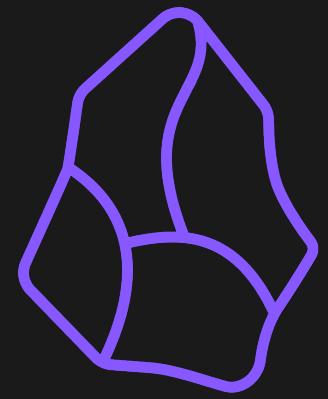
Set up the ***Tasks*** **plugin**

- Stay here to do the task
- I will be in the breakout room “Questions”
- If you have questions or problems: Join from **Breakout rooms** in meeting controls



ORGANIZE PROJECTS

Project hub notes



Project XYZ

Project hub note

Project Description

- Deadline: 2027-01-01
- Collaborators: Jane Doe

External links

- Link to the paper draft

Tasks

- Write abstract

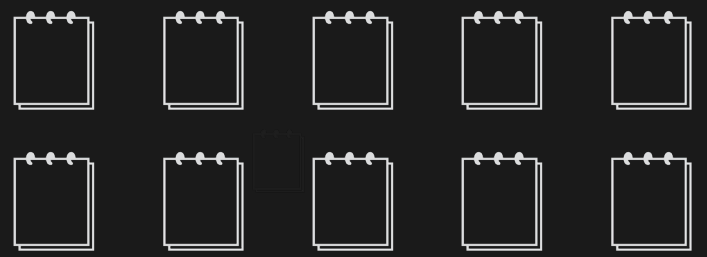
Meetings

```base
List all notes in /meetings where
project is projectXYZ
```

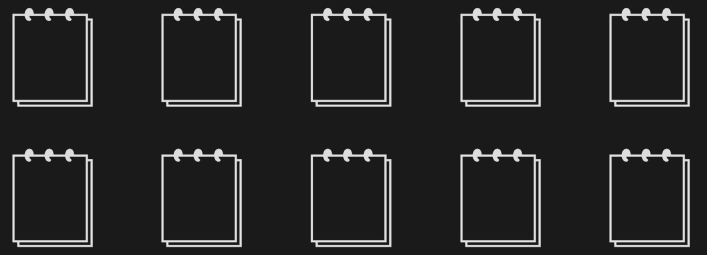
Notes

```base
List all notes in /notes where
project is projectXYZ
```

Meetings

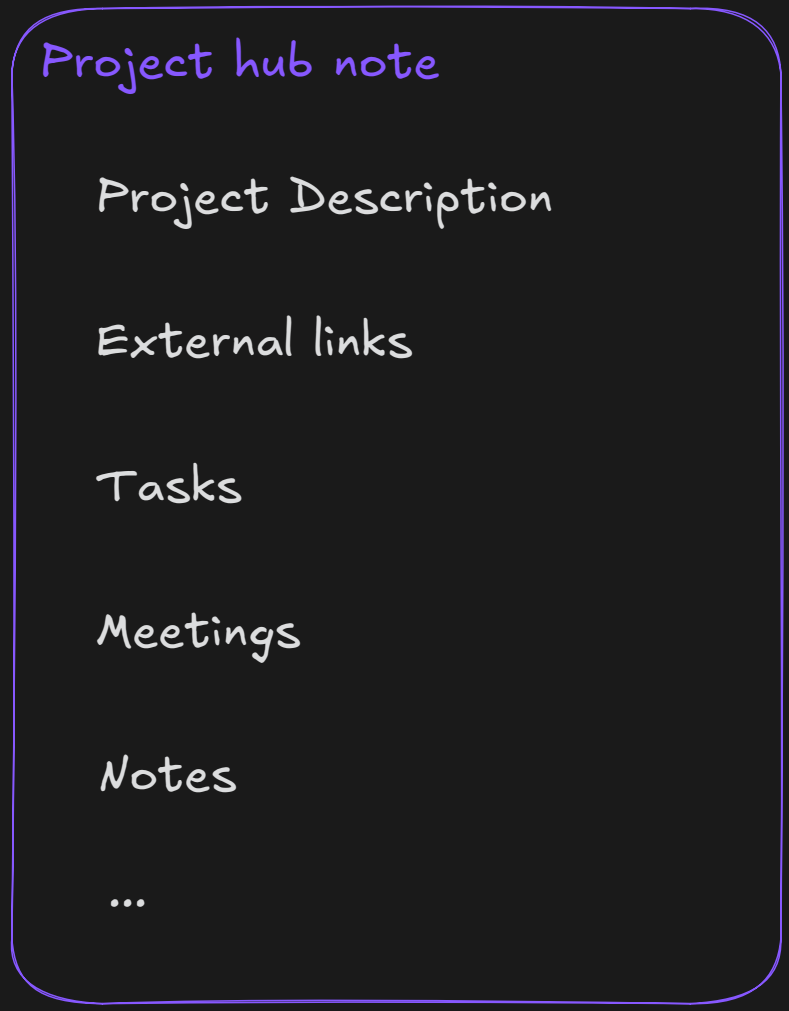


Notes



Purpose of project hub notes

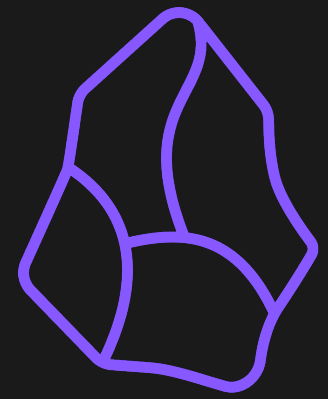
- Entry point into the project
- Quick overview
- Plan
- Look back



ORGANIZE PROJECTS

Using **project hub notes** in Obsidian

> ⓘ Don’t follow along, there will be an exercise afterwards

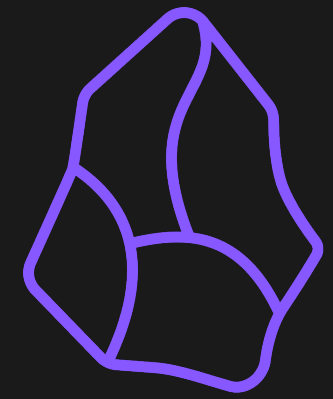


EXERCISE 3

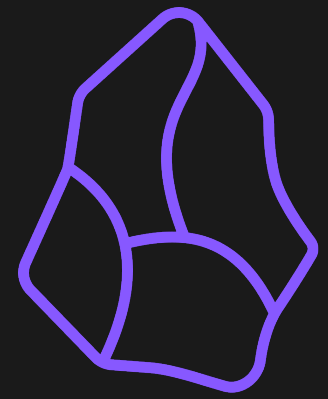
10 min, link to the exercise

Project **hub notes**, **properties**, and **bases**

- Stay here to do the task
- I will be in the breakout room “Questions”
- If you have questions or problems: Join from **Breakout rooms** in meeting controls



WRAP UP



Recap

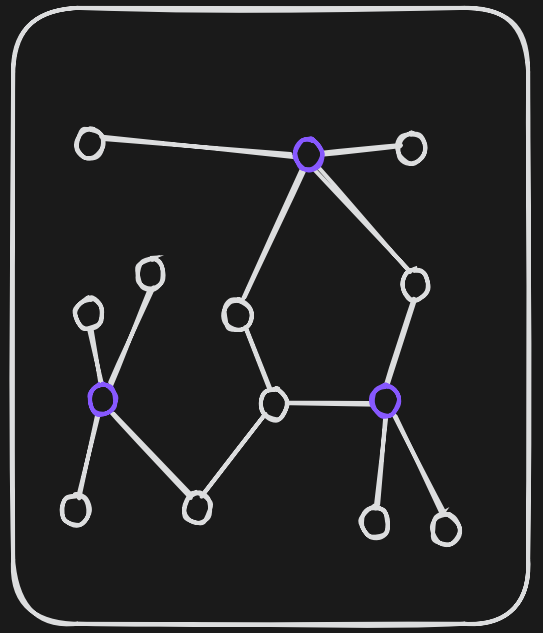
- **Periodic notes** to plan and review your time
- **Project hub notes** as entry points
- **Task** plugin to collect to-dos
- **Bases** to list files
- **Properties** as note metadata
- **Templates** for consistency

Next session

Workflows to support knowledge management

How to use Obsidian to:

- Organize literature and notes
- Create an **inter-connected knowledge** base (Zettelkasten/second brain)
- Build a system that supports thinking, writing and creativity



Until then

- Recap with the documentation on the Website
- Have a look at the additional resources and plugin recommendations
- Try out the workflows you find interesting
- Send me an email for any questions

THANKS FOR YOUR ATTENTION

See you in the next session ☺

