Documenting



What you want:

- You like to build on past experiences, enabling you to ever create greater things.
- You don't like to forget important details
- You don't want to reinvent the wheel
- You want to have organized thoughts and workflow
- You like to minimise your worries



Solution:

- Write everything down
- Make sure that you can quickly find back what you wrote down

Now, we'll kick off the Research Skills course with some basic Research Skills.

Documenting



How:

- Create a new Reference Document for every topic of Interest, every new language you learn, where you will collect your key lessons.
- Create a Journal / Log for every topic that you are busy with.
- Install indexing software like Copernic Desktop

(Give demo of Copernic Desktop. For instance search for Logs)

Journalling



How:

- Create a separate Journal for every substantial topic.
- Create a "global" Journal each year to log the remaining feats for that year.
- Add a time signature every day that you start working on it (like 2018_08_21).
- Add your short and long term plannings.
- Mark TODOs that have not been finished.

(list continues on next slide)

Journalling is the process of bookkeeping a Journal / Logbook. If you do that right:

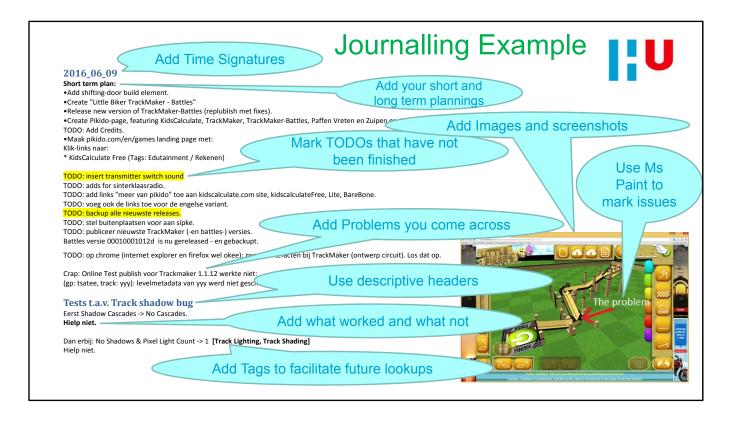
- Your thought processes can be streamlined.
- Your worries can be reduced by writing down your TODOs on the right place.
- Past experiences can be looked up quickly and easily.
- It can be done very quickly. In the end, it saves you a lot of time.

Journalling



How:

- Add Images and screenshots when applicable.
- Use Microsoft Paint to quickly edit these screenshots when applicable.
- Add the problems you come across.
- Add what worked and what did not.
- Use descriptive headers.
- Add Tags to facilitate future lookups



After this sheet, briefly return to the What you Want sheet, to summarize the gains once more when working this way.