



# **LifeHack: 5 steps for succeeding with personal productivity using OneNote**

**Ståle Hansen**

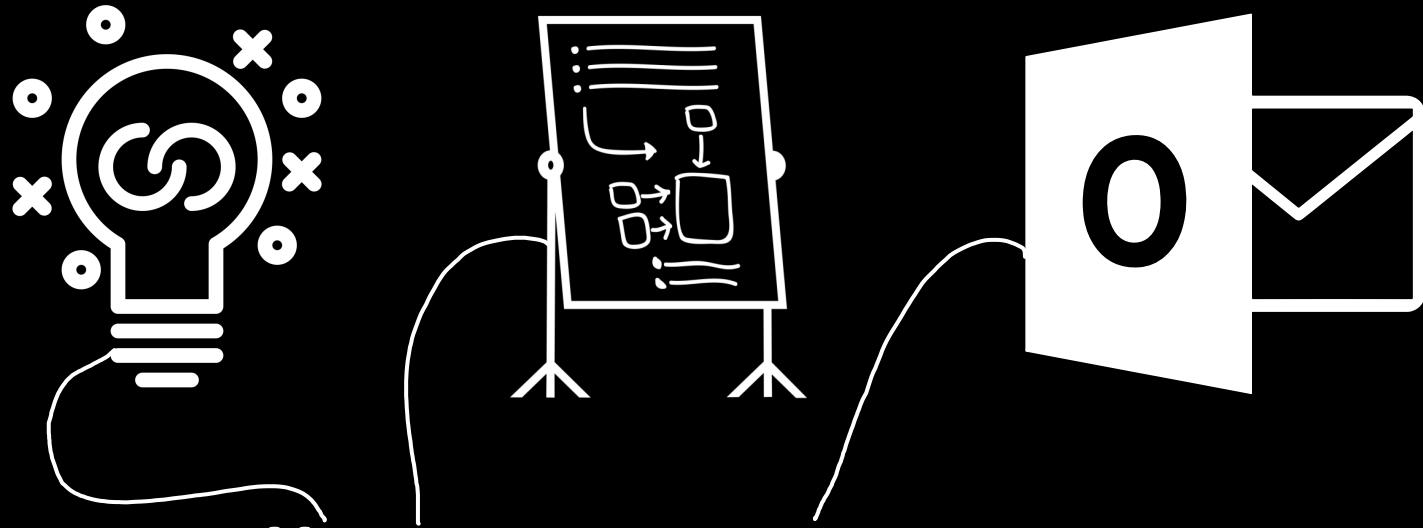
CEO CloudWay AS

MVP Office Servers and Services

 @StaleHansen

*«Your mind, is for having ideas,  
not holding them»*

- David Allen



# Collection in OneNote

# Take Back Your Life!

## Getting Things Done

## Pomodoro Technique

## 5 Minute Rule



Combine the methods and tools that resonates with you

# OneNote Mobile Android

Microsoft Apps



Excel



PowerPoint



OneDrive



OneNote



Skype



Word



Outlook



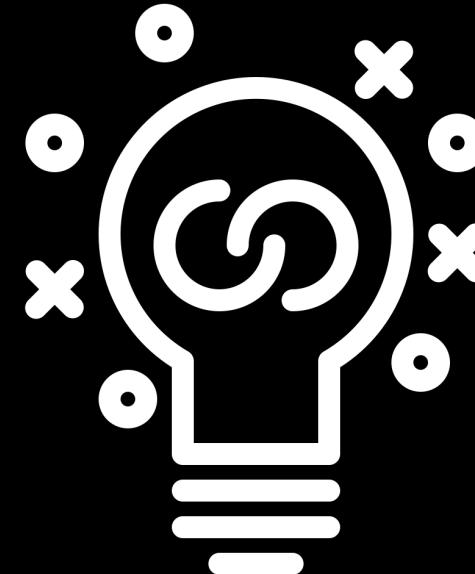
Skype for  
Business



Yammer

• •

⊕ ADD



Monday  
August 28

23:15

16° Vinterbru

Updated 8/28 18:38



Camera

OneNote  
badge

## Focused Inbox

All Accounts

87



Scott Shapiro

22:31

RE: Ignite session onenote

Hey Stale, First quick question, what device will y...

Paul Robichaux

22:30

RE: Correct action for message mislabel...

That's what I thought too, but of course there's n...



Messages



Chrome



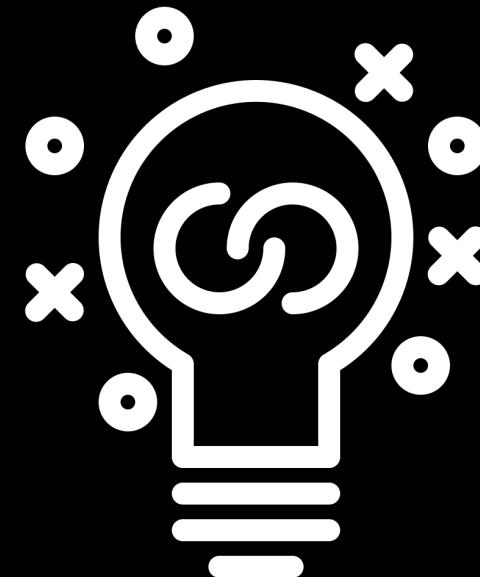
Phone



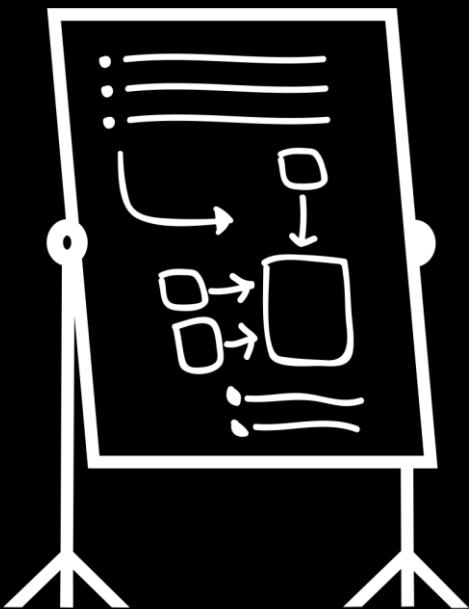
Apps

# OneNote Mobile Android

## send to OneNote from Chrome



# Office Lens



Microsoft Apps



Skype for  
Business Pr...



Groups



Office Lens

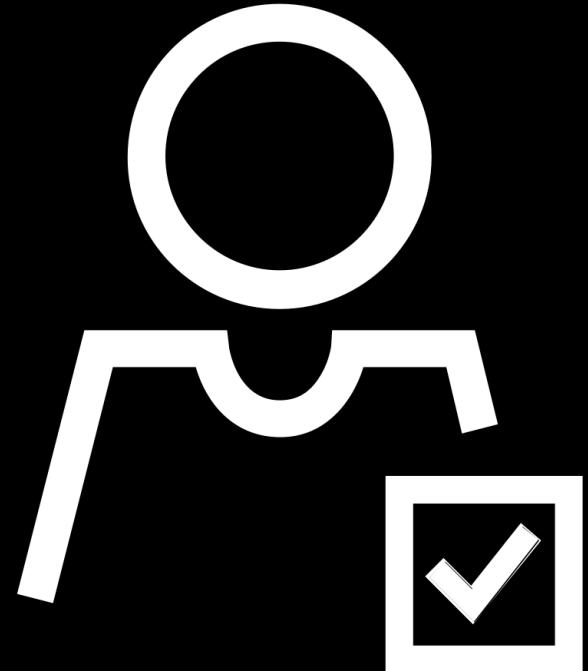


(+) ADD

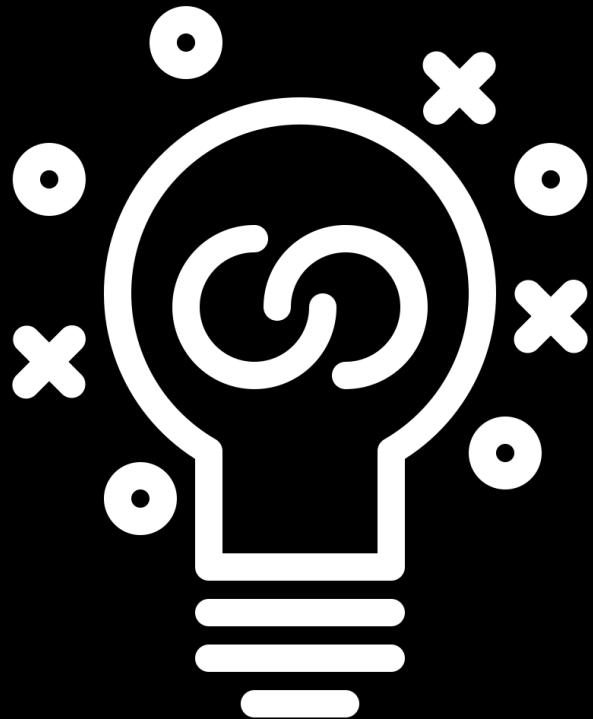


1

You wanting to  
change your  
habits

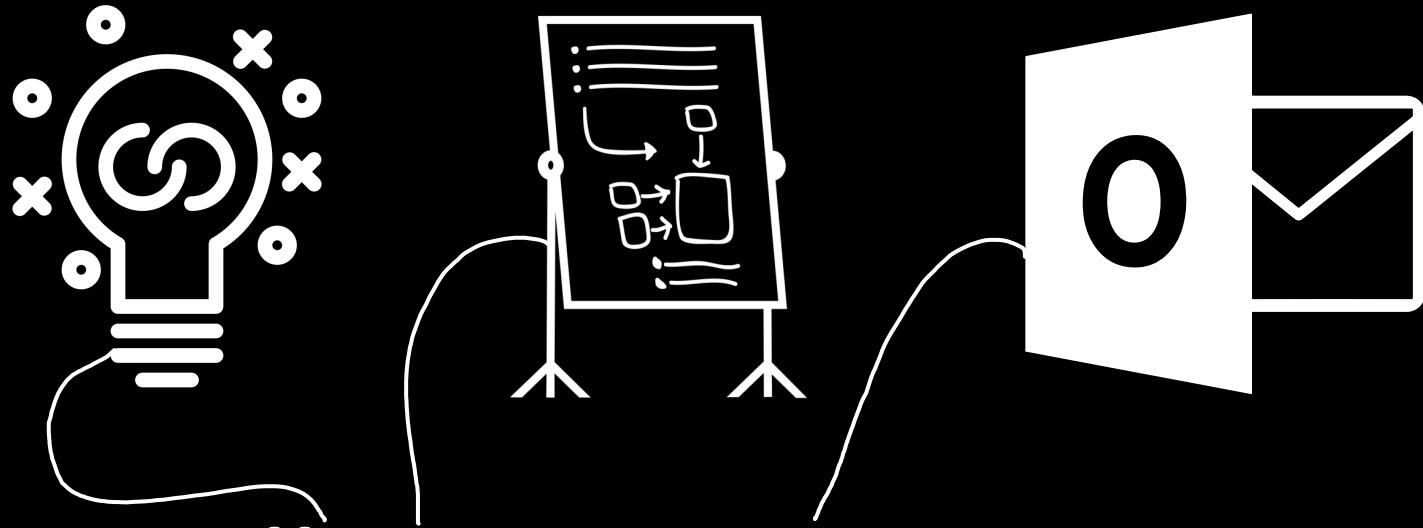






Your Thoughts  
Your Ideas  
Your Insights  
Your Dreams  
Your To-Do lists

2



# Collection in OneNote



## New Notebook

Info

New

Open

Print

Share

Export

Send

Account

Feedback

Options

 OneDrive - CloudWay AS  
my.buddy@cloudway.no Sites - CloudWay AS  
my.buddy@cloudway.no

OneDrive

This PC

Add a Place

Browse

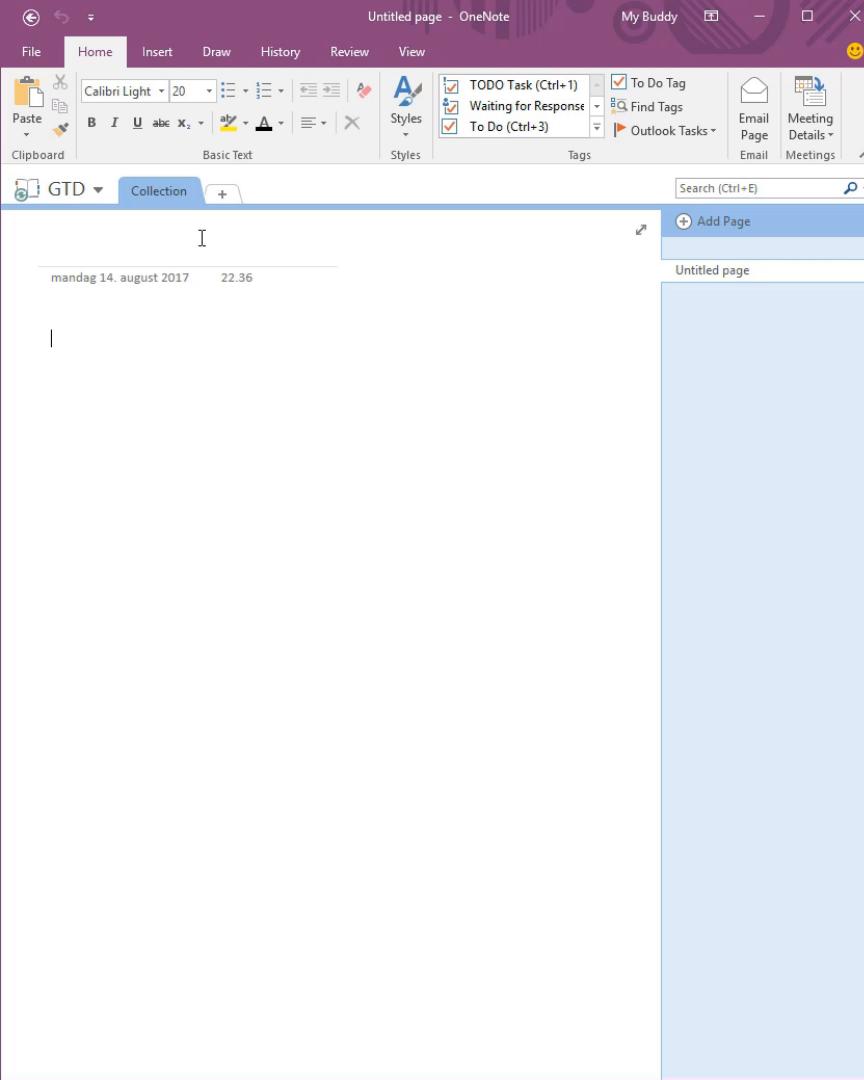
OneDrive - CloudWay AS

## Recent Folders

- NoteBooks  
OneDrive - CloudWay AS » NoteBooks
- OneDrive - CloudWay AS

Browse

# Create the Collection section



# Modify the Send to OneNote settings

## Outlook Items

- Email messages: To new page in section "Collection"
- Meeting notes: Always ask where to send
- Contact notes: Set default location...
- Task notes: Always ask where to send

## Quick Notes

### All Notebooks

-  GTD
- +  Collection
- +  Quick Notes

Untitled page - OneNote

File Home Insert Draw History Review View

Clipboard Basic Text Styles Tags Email Page Meeting Details Meetings

Calibri 11

TODO Task (Ctrl+1) Waiting for Response Find Tags To Do (Ctrl+3) Outlook Tasks

My Buddy

OneNote Options

General Display Proofing Sync Save & Backup **Send to OneNote** Audio & Video Language Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center

Customize how OneNote integrates with other Microsoft services

**Send to OneNote**

Select locations for notes sent to OneNote:

**Outlook Items**

Email messages: To new page in section "Collection" (GTD)

Meeting notes: Always ask where to send

Contact notes: Set default location...

Task notes: Always ask where to send

**Other Content**

Web content: Always ask where to send

Print to OneNote: Always ask where to send

Screen clippings: Always ask where to send

Select Location in OneNote

Pick a section or page in which to put the item:

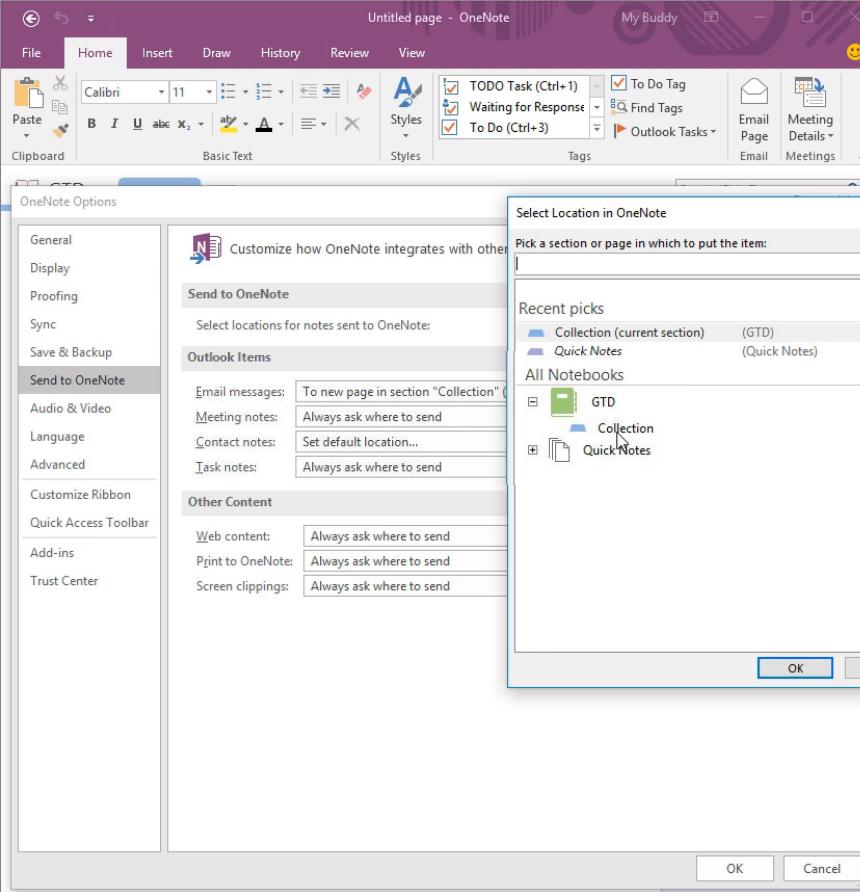
Recent picks

- Collection (current section) (GTD)
- Quick Notes (Quick Notes)

All Notebooks

- GTD
  - Collection
  - QuickNotes

OK Cancel



# Modify the Send to OneNote settings

Untitled page - OneNote

File Home Insert Draw History Review View

Clipboard Basic Text Styles Tags Email Page Meeting Details Meetings

Calibri 11

Styles

TODO Task (Ctrl+1) Waiting for Response Find Tags To Do Tag To Do (Ctrl+3) Outlook Tasks

OneNote Options

General Display Proofing Sync Save & Backup Send to OneNote Audio & Video Language Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center

Send to OneNote

Select locations for notes sent to OneNote:

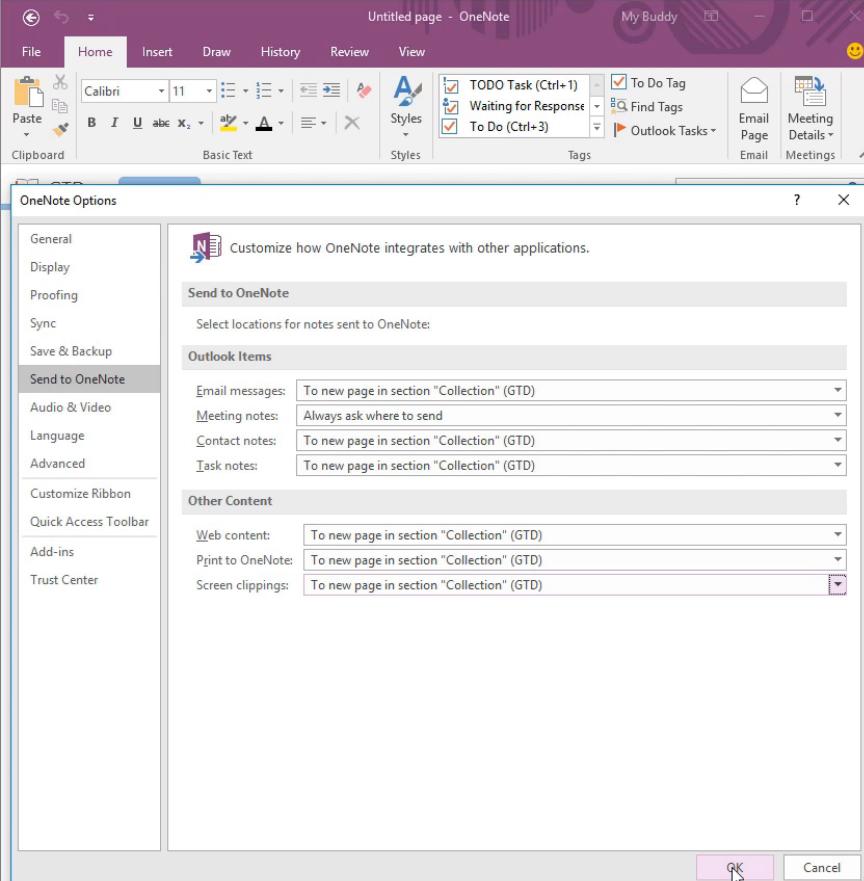
**Outlook Items**

- Email messages: To new page in section "Collection" (GTD)
- Meeting notes: Always ask where to send
- Contact notes: To new page in section "Collection" (GTD)
- Task notes: To new page in section "Collection" (GTD)

**Other Content**

- Web content: To new page in section "Collection" (GTD)
- Print to OneNote: To new page in section "Collection" (GTD)
- Screen clippings: To new page in section "Collection" (GTD)

OK Cancel



# Modify the Send to OneNote settings



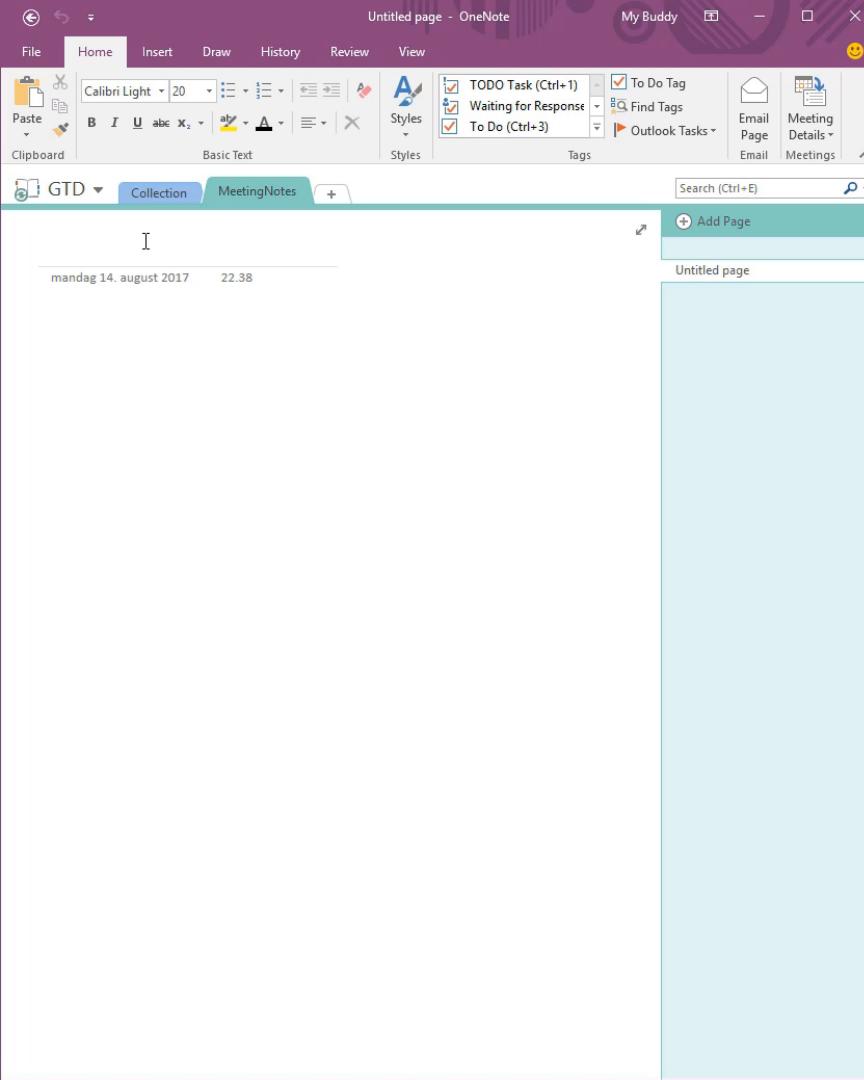
GTD ▼

Collection

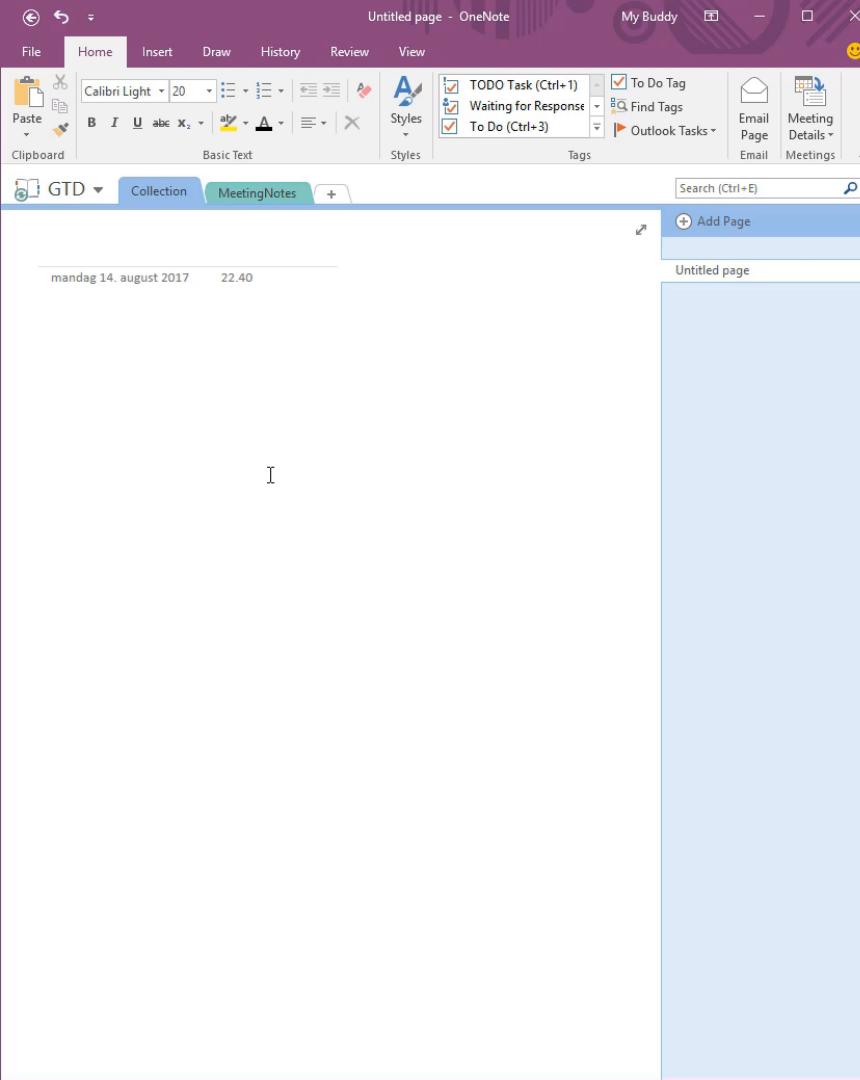
MeetingNotes



T

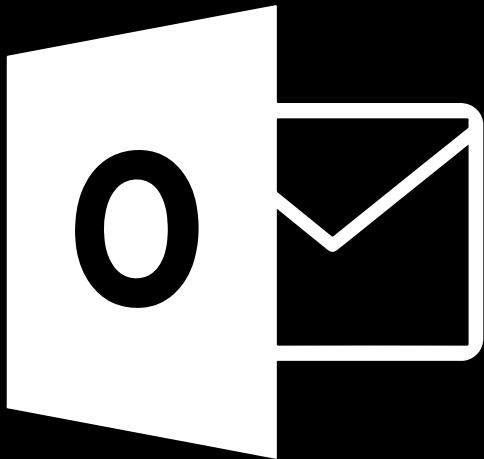


# Modify the Send to OneNote settings



# Modify the QuickNotes Settings

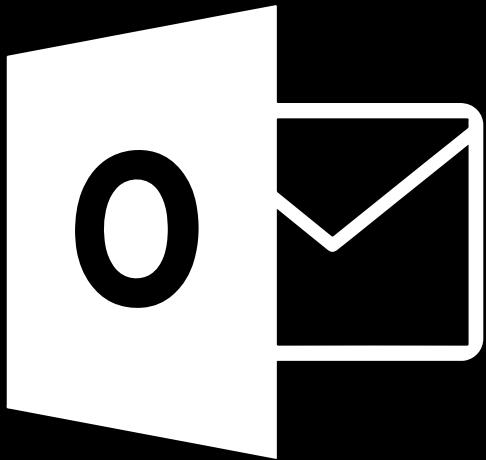
Win+N



«When **evaluating**  
**email, if they can be**  
**done in under 2**  
**minutes, do it now»**

2

- David Allen



The goal is  
**empty inbox**

2

Inbox - my.buddy@cloudway.no - Outlook

File Home Send / Receive Folder View Help Tell me what you want to do

New New Items New Meeting TeamViewer Delete Respond Quick Steps Track Usage RMS Move Rules OneNote Tags Groups Find Add-ins

**Favorites**

**Inbox 3**

Sent Items Deleted Items

**my.buddy@cloudway.no**

Inbox 3 Drafts Sent Items Deleted Items Conversation History Junk Email Outbox RSS Feeds Search Folders

**Groups**

You have not joined any groups yet

Search Current Mailbox Current Mailbox

Inbox All

**Today**

Ståle Hansen Pre-workshop sync 04.31 Let's sync up and go

Ståle Hansen Next Steps design process 04.30 Hi. Here is how we are

Ståle Hansen Can you send me the cont... I am contacting them today

Reply All Forward IM

Ståle Hansen My Buddy 04.27

Can you send me the contact from the customer meeting?

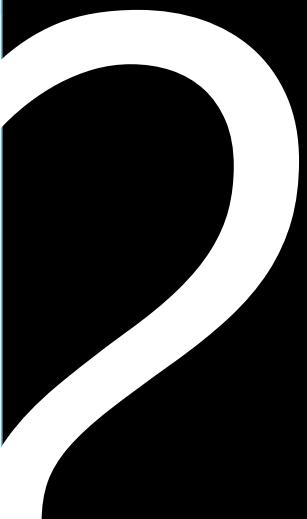
You replied to this message on 28.05.2017 04.55.

Suggested Meetings + Get more add-ins

I am contacting them today to let them know we are able to meet with them next week already, thanks!

Ståle Hansen | Principal Cloud Architect  
Mob: [+4740453007](tel:+4740453007)  
Skype: [stale.hansen@cloudway.no](mailto:stale.hansen@cloudway.no)

Items: 3 Unread: 3 All folders are up to date. Connected to: Microsoft Exchange 100 %



Inbox - my.buddy@cloudway.no - Outlook

File Home Send / Receive Folder View Help Tell me what you want to do

New New Items New Meeting TeamViewer Delete Respond Quick Steps Track Usage RMS Move Rules OneNote Tags Groups Find Add-ins

**Favorites**

**Inbox 2**

Sent Items Deleted Items

**my.buddy@cloudway.no**

Inbox 2 Drafts Sent Items Deleted Items Conversation History Junk Email Outbox [1] RSS Feeds Search Folders

**Groups**

You have not joined any groups yet

Search Current Mailbox Current Mailbox

Inbox All

**Today**

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Reply All Forward IM

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You replied to this message on 28.05.2017 04.55.

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I am contacting them today to let them know we are able to meet with them next week already, thanks!

Ståle Hansen | Principal Cloud Architect  
Mob: [+4740453007](tel:+4740453007)  
Skype: [stale.hansen@cloudway.no](mailto:stale.hansen@cloudway.no)

Items: 3 Unread: 2 Preparing to send/receive... All folders are up to date. Connected to: Microsoft Exchange 100 %

Inbox - my.buddy@cloudway.no - Outlook

File Home Send / Receive Folder View Help Tell me what you want to do

New New Items New Meeting TeamViewer Delete Respond Quick Steps Move to: ? To Manager Team Email Track Usage RMS Move Rules OneNote Tags New Group Groups Search People Address Book Browse Groups Find Filter Email Store Add-ins

**Favorites**

**Inbox 2**

Sent Items Deleted Items

**my.buddy@cloudway.no**

Inbox 2 Drafts Sent Items Deleted Items Conversation History Junk Email Outbox RSS Feeds Search Folders

**Groups**

You have not joined any groups yet

Search Current Mailbox Current Mailbox

Inbox All

**Today**

Ståle Hansen Pre-workshop sync 04.31 Let's sync up and go

Ståle Hansen Next Steps design process 04.30 Hi. Here is how we are teaming up on the task

- Create design documents basics @Ståle Hansen
- Detailed visio design @my.buddy@cloudway.no
- Book workshop @Ståle Hansen

Ståle Hansen Can you send me the conta... 04.27 I am contacting them today

Reply All Forward IM Ståle Hansen My Buddy; Ståle Hansen 04.30 Next Steps design process

Hi. Here is how we are teaming up on the task

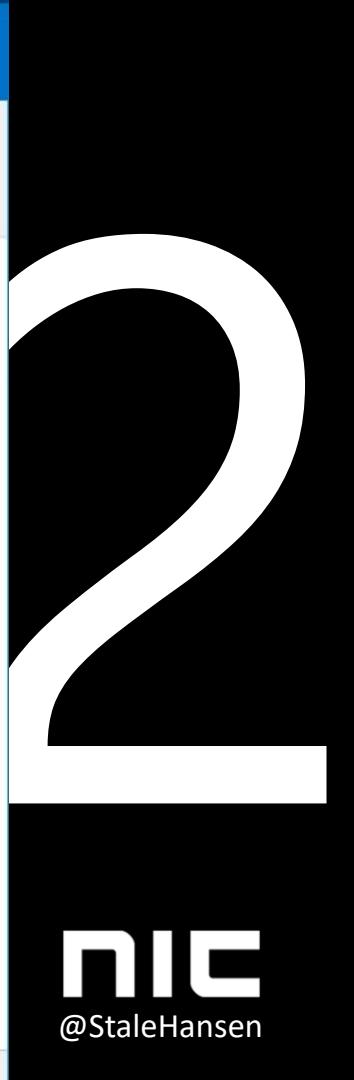
- Create design documents basics @Ståle Hansen
- Detailed visio design @my.buddy@cloudway.no
- Book workshop @Ståle Hansen

Let me know as soon as you are ready with the design

Ståle Hansen | Principal Cloud Architect  
Mob: +4740453007  
Skype: stale.hansen@cloudway.no

Items: 3 Unread: 2 All folders are up to date. Connected to: Microsoft Exchange

100 %



File Home Send / Receive Folder View Help Tell me what you want to do

New Email Items New Meeting TeamViewer Delete Respond Quick Steps RMS Move Groups Find Add-ins

Move to: ? To Manager Team Email Track Usage Rules OneNote Tags New Group Browse Groups Filter Email Address Book Store

**Favorites**

- Inbox
- Sent Items
- Deleted Items
- Archive

**my.buddy@cloudway.no**

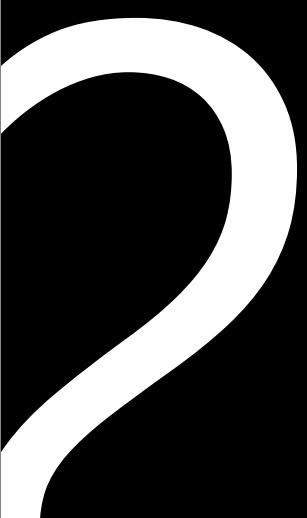
- Inbox
- Drafts
- Sent Items
- Deleted Items
- Archive
- Conversation History
- Junk Email
- Outbox
- RSS Feeds

Search Folders

**Groups**

You have not joined any groups yet

Items: 0 All folders are up to date. Connected to: Microsoft Exchange



File **Meeting** Insert Format Text Review **?** Tell me what you want to do

Save & Delete Close Actions Show Skype Meeting TeamViewer Meeting No... **Appointment** Scheduling Assistant Join Skype Meeting Online Meeting Meeting Notes Accept Tentative Decline Propose New Respond Time Recurrence 15 minutes Time Zones Categorize Tags

**i Accepted on 28.05.2017 04.57.**

Organizer Ståle Hansen Sent søn. 28.05.2017 04.31  
Subject Pre-workshop sync  
Location Skype Meeting  
Start time fre. 02.06.2017 12.30 All day event  
End time fre. 02.06.2017 13.30

Let's sync up and go through the design before the customer meeting

→ [Join Skype Meeting](#)  
Trouble Joining? [Try Skype Web App](#)

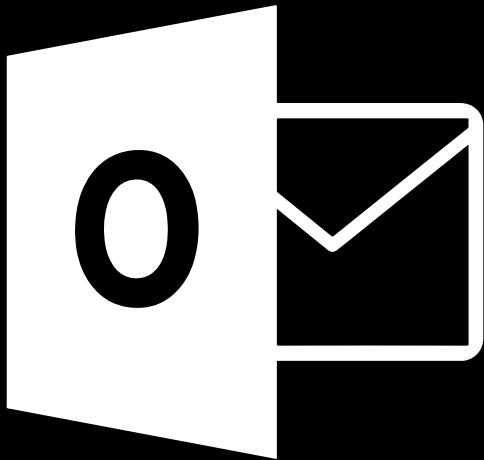
Join by phone

Toll number: +4721402075, access code: 61992899 (Dial-in Number) Norwegian Bokmål (Norway)

[Find a local number](#)

Conference ID: 61992899 (same as access code above)  
[Forgot your dial-in PIN?](#) | [Help](#)

 CloudWay  
This meeting is hosted by CloudWay AS and may be recorded

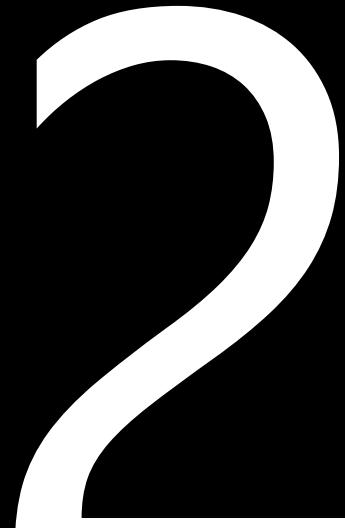


Use **Microsoft Flow**  
across platforms

2



Use **Microsoft Flow**  
across platforms



A screenshot of the Microsoft SharePoint 'Documents' library. The top navigation bar includes 'Upload and Open' and a 'New' dropdown. Below this, there are tabs for 'Recent', 'Pinned', and 'Shared with me', with 'Recent' currently selected. The 'Recent' section lists three items: 'Demo' (uploaded 2 days ago), 'GTD' (uploaded 2 days ago), and 'My @ CloudWay AS' (uploaded 2 days ago). The 'Last opened' section is also visible.

Item	Last opened
Demo cloudwayas-my.sharepoint.com > NoteBooks	2 days ago
GTD cloudwayas-my.sharepoint.com > NoteBooks	2 days ago
My @ CloudWay AS	2 days ago

Microsoft Office Home Create your flow | Micro X + -

emea.flow.microsoft.com/manage/environments/Default-d99c3e0a-

Flow My flows Approvals Templates Connectors Learn

Untitled ✓ ✕

When an email is flagged (Preview)

Folder  
Inbox

Show advanced options ▾

+ New step Save flow



@StaleHansen

Microsoft Office Home Create your flow | Micro + -

emea.flow.microsoft.com/manage/environments/Default-d99c3e0a- ...

Flow My flows Approvals Templates Connectors Learn ✓ X

Untitled

When an email is flagged (Preview)

Create page in a section (Preview)

\* Notebook Key: GTD

\* Section Id: Collection

\* Page Content: Page content in HTML

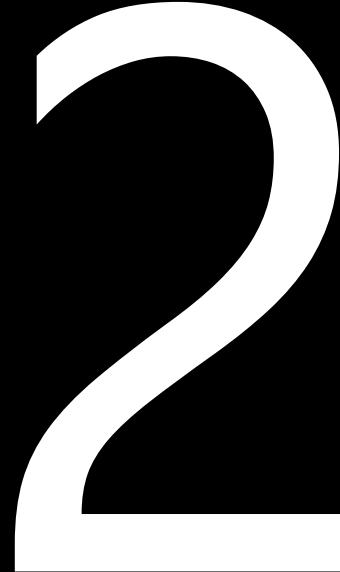
Insert parameters from previous steps

When an email is flagged

Attachme... Body Content Content-... From  
 Has Attac... Importan... Name Subject To

See more

+ New step Save flow



@StaleHansen

Microsoft Office Home Manage your flows | M OneNote - Create a page i

emea.flow.microsoft.com/manage/environments/Default-d99c3e0a-

Flow My flows Approvals Templates Connectors Learn...

When an email is flagged -> Create page in a secti...

When an email is flagged -> Create page in a section

Add a description

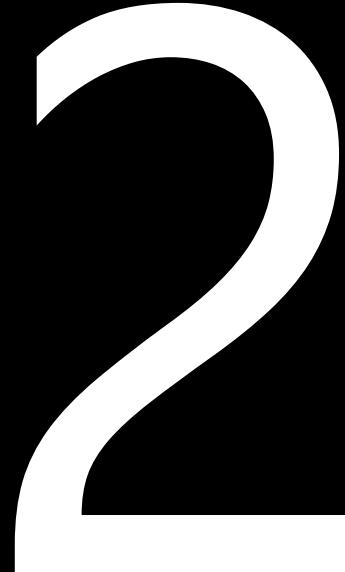
RUN HISTORY

When your flow runs, you'll see its history here. [Learn More](#)

CONNECTIONS

my.buddy@cloudway.no my.buddy@cloudway.no

my.buddy@cloudway.no my.buddy@cloudway.no



← → GTD » Collection – Syncing...

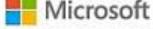
Home Insert Draw View

B I U Z A A Heading 1

Follow Microsoft Ignite through our Community Reporters - Microsoft Tech Community

Saturday, September 9, 2017 12:17 AM

Clipped from : <https://techcommunity.microsoft.com/t5/Microsoft-Ignite-Blog/Follow-Microsoft-Ignite-through-our-Community-Reporters/ba-p/103608>

 Microsoft

≡ Microsoft Tech Community Search the community



Home > Microsoft Ignite > Microsoft Ignite Blog

 Ignite Blog Microsoft

# OneNote Windows 10 insert meeting details

2

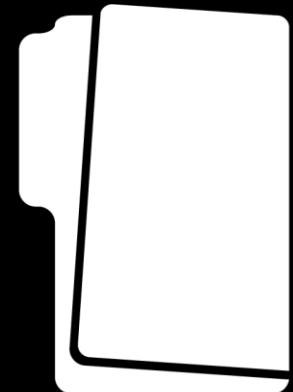


# 3

Organize in to sections

**Dynamic content**

**Static content**





## GTD

Collection

MeetingNotes

Current

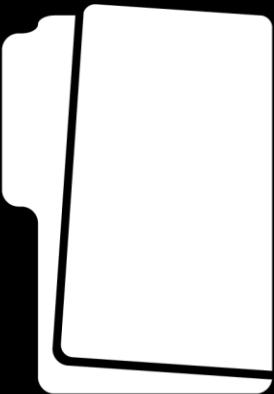
Twitter

Mobile

Archive

SomedayMaybe

› StaticContent





## GTD

Collection

MeetingNotes

Current

Twitter

Mobile

Archive

SomedayMaybe

> StaticContent

### ▼ StaticContent

Services

NotesFromTheField

SpeakerSessions

SpeakerEvals

MyJobRole

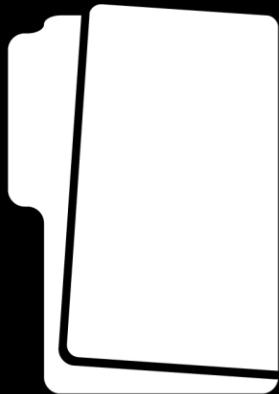
LifeHackSeries

Office365Book

Classes

Conference Information

Blog

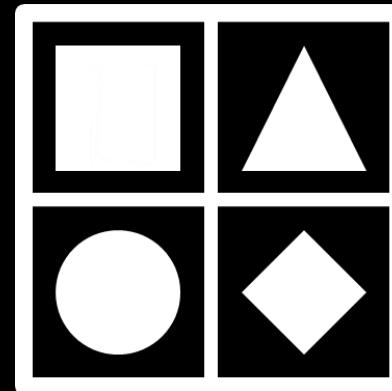


# 3

Process the collection section

Create **actionable** tasks

Use **custom tags** to categorize



# 3

## Important design project

fredag 22. september 2017

03.33

Important design project

Call Bob

Install visio

Get custom visio figures

Set of time to do the design

Notify project lead

Book walkthrough

# 3

Important design project - OneNote

My Buddy

File Home Insert Draw History Review View

Cut | Calibri | 11 | Basic Text

Paste Copy Format Painter

Clipboard Styles Tags

To Do (Ctrl+1) Important (Ctrl+2) Question (Ctrl+3)

To Do Find Tags Email Page Email

GTD Collection MeetingNotes +

Search (Ctrl+E)

+ Add Page

Import design project

fredag 22. september 2017 03.33

Important design project

- Call Bob
- Install visio
- Get custom visio figures
- Set of time to do the design
- Notify project lead
- Book walkthrough

9/7/17 02:07 Office Lens  
9/7/17 02:11 Office Lens  
An exciting week for Microsoft Tea  
Clipped from : <https://techcommu>  
Meeting Date: 22.09.2017 03:00 P  
How to create an Office 365 mailb  
Important design project  
Implementation of Microsoft Tea

# 3

Important design project - OneNote

My Buddy

File Home Insert Draw History Review View

Cut Copy Paste Format Painter Clipboard Basic Text Styles Tags

Calibri 11 Heading 1 To Do (Ctrl+1)  
Important (Ctrl+2)  
Question (Ctrl+3)

MeetingNotes + Add Page

Search (Ctrl+E)

GTD Collection MeetingNotes

## Important design project

fredag 22. september 2017 03.33

....

Important design project

- Call Bob
- Install visio
- Get custom visio figures
- Set of time to do the design
- Notify project lead
- Book walkthrough

Customize Tags

All Tags:

- Subtask (Ctrl+1)
- TODO Task (Ctrl+2)
- To Do (Ctrl+3)
- Important (Ctrl+4)
- Question (Ctrl+5)
- Remember for later (Ctrl+6)
- Definition (Ctrl+7)
- Highlight (Ctrl+8)

New Tag... Modify Tag... OK Cancel

Microsoft Team Lens  
or Microsoft Team  
ps://techcommu  
09.2017 03:00 P  
Office 365 mailb  
project  
Microsoft Tea

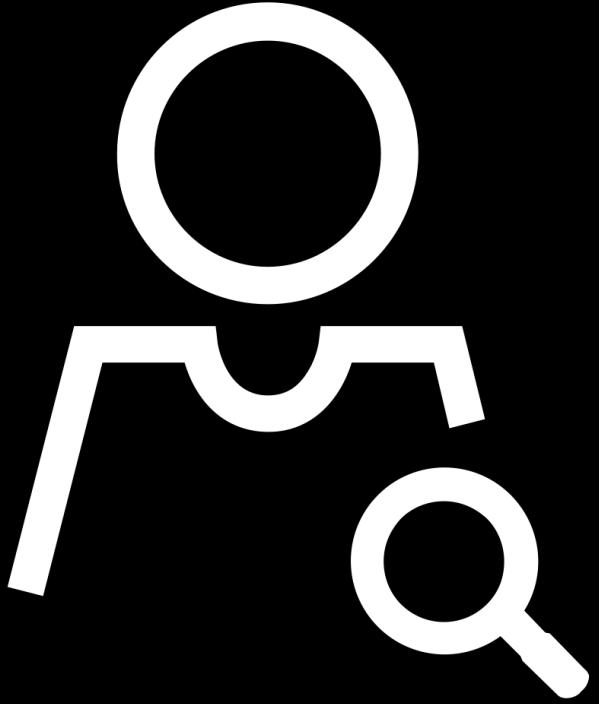
# 3



## Important design project

- 1 Call Bob
- 1 Install visio
- 1 Get custom visio figures
- 1 Set of time to do the design
- 1 Notify project lead
- 1 Book walkthrough

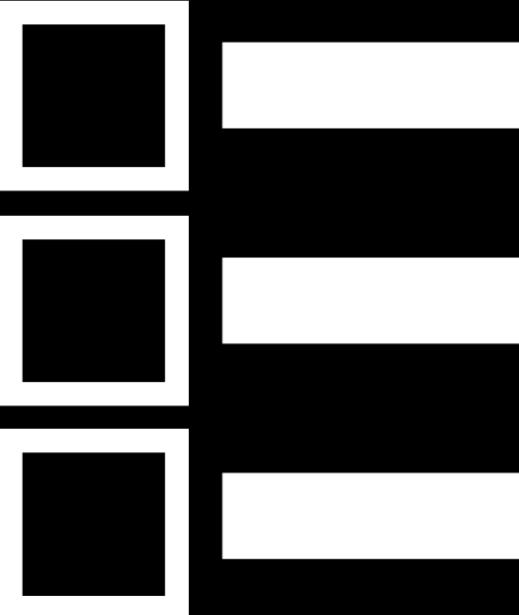




Find Tags in  
OneNote is

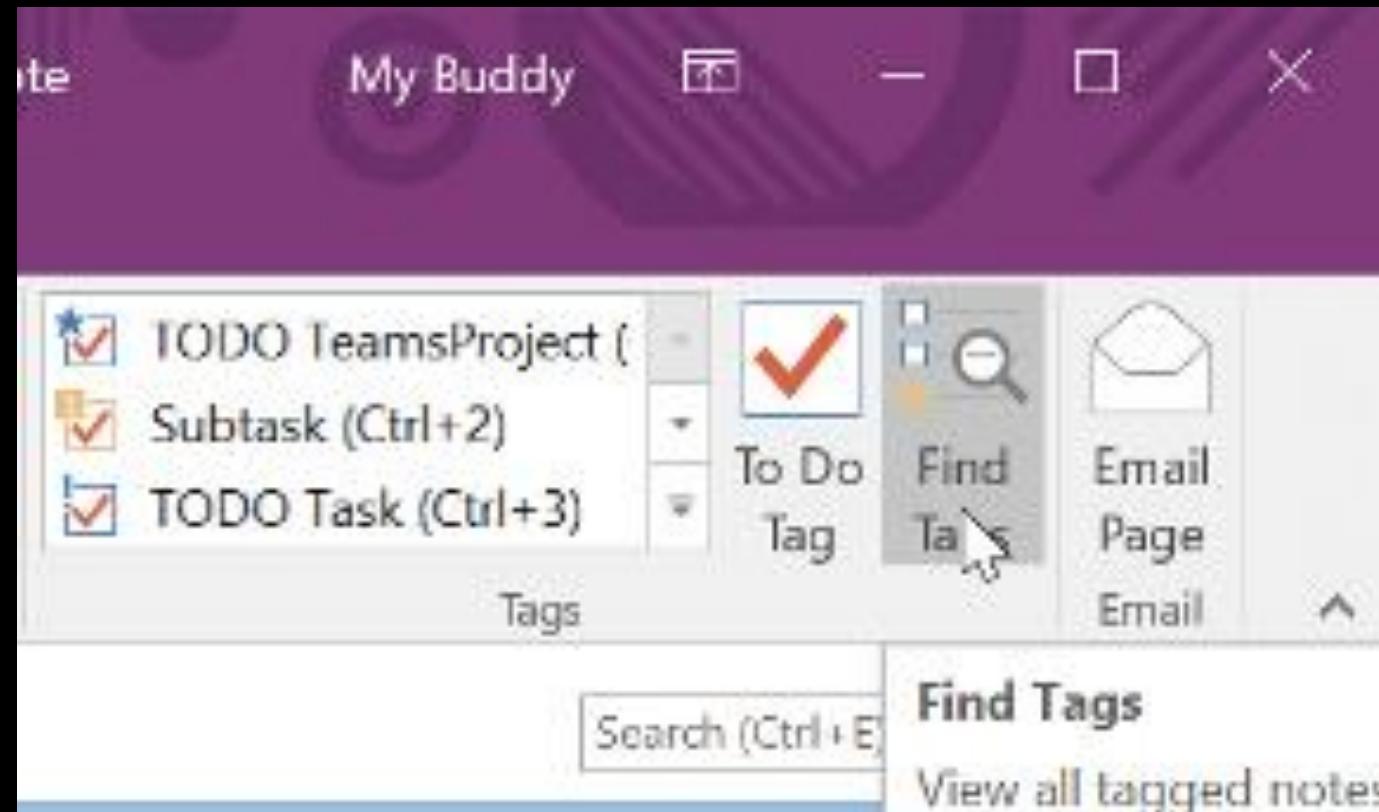
MAGICAL

4



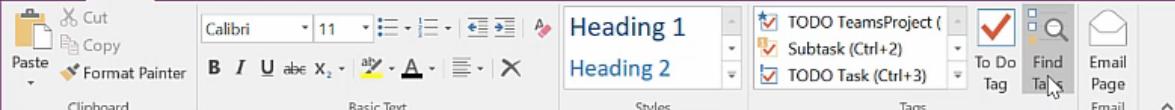
Use **Find Tags**  
to create the  
**ultimate** to-do list

4



4

File Home Insert Draw History Review View



GTD ▾ Collection MeetingNotes +

# Implementation of Microsoft Teams

fredag 22. september 2017 03.35

....

- ★ Find a system integrator
  - ☐ Check prerequisites
  - ☐ Improve on missing prerequisites
  - ☐ Implement
  - ☐ enjoy

Search (Ctrl+E) Find Tags  
View all tagged notes

+ Add Page

- 9/7/17 02:07 Office Lens  
9/7/17 02:11 Office Lens  
An exciting week for Microsoft Tea  
Clipped from : <https://techcommu>  
Meeting Date: 22.09.2017 03:00 P  
How to create an Office 365 mailb  
Important design project  
Implementation of Microsoft Tea

File Home Insert Draw History Review View



Calibri 11 Basic Text

Heading 1  
Heading 2

TODO TeamsProject  
Subtask (Ctrl+2)  
TODO Task (Ctrl+3)

To Do  
Find  
Email  
Page  
Tags

GTD Collection

MeetingNotes

+ Add Page

9/7/17 02:07 Office Lens

9/7/17 02:11 Office Lens

An exciting week for Microsoft Tea

Clipped from : <https://techcommu>

Meeting Date: 22.09.2017 03:00 P

How to create an Office 365 mailb

Important design project

Implementation of Microsoft Tea

Subtask

- Subtask**
- Book walkthrough
  - Check prerequisites
  - enjoy
  - Implement
  - Improve on missing prerequisites
  - Install visio
  - Notify project lead
  - Set of time to do the design

**TODO Task**

- Important design project
  - Tell me more
  - Set of time to do the design
  - Notify project lead
  - Book walkthrough

**TODO TeamsProject**

- Find a system integrator
  - Check prerequisites
  - Improve on missing prerequisites
  - Implement
  - enjoy

Tags Summary

Search completed

Group tags by:

Tag name

Show only unchecked items

**Subtask**

- Book walkthrough
- Check prerequisites
- enjoy
- Implement
- Improve on missing prerequisites
- Install visio
- Notify project lead
- Set of time to do the design

**TODO Task**

- Important design project

**TODO TeamsProject**

- Find a system integrator

Search:

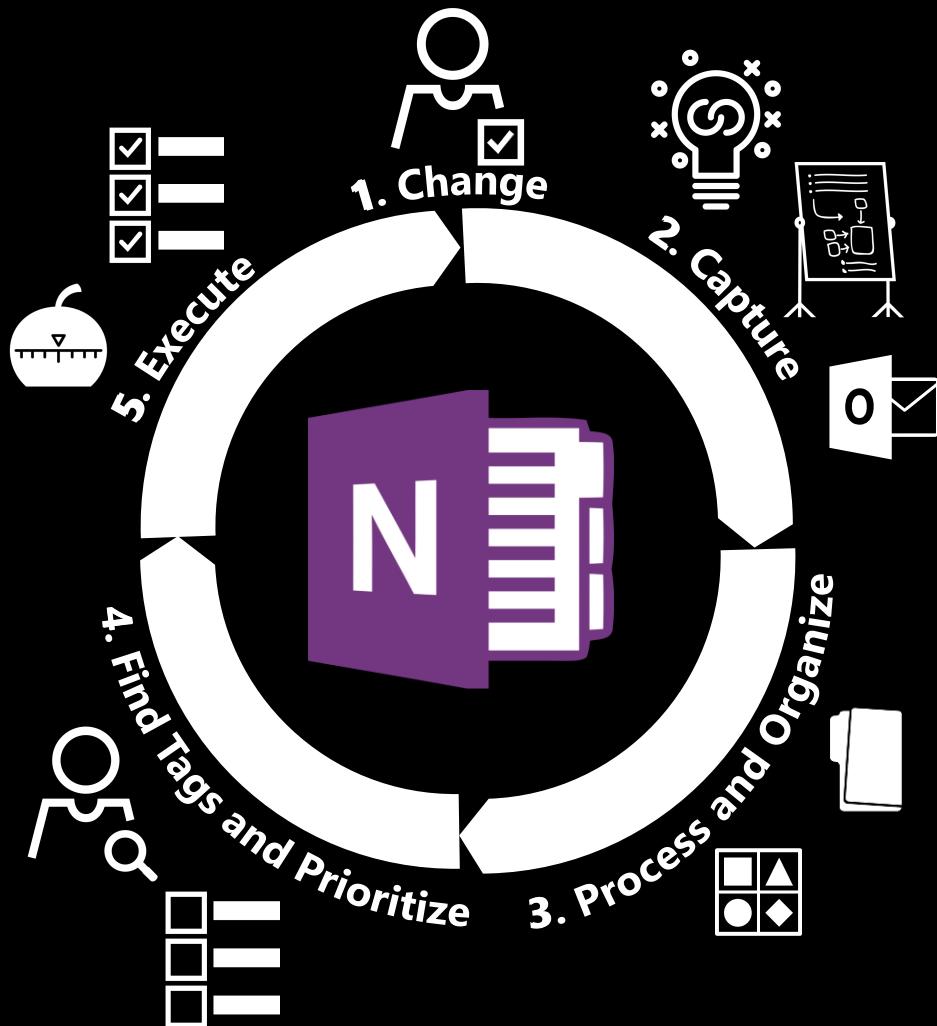
This notebook

Refresh Results

Create Summary Page

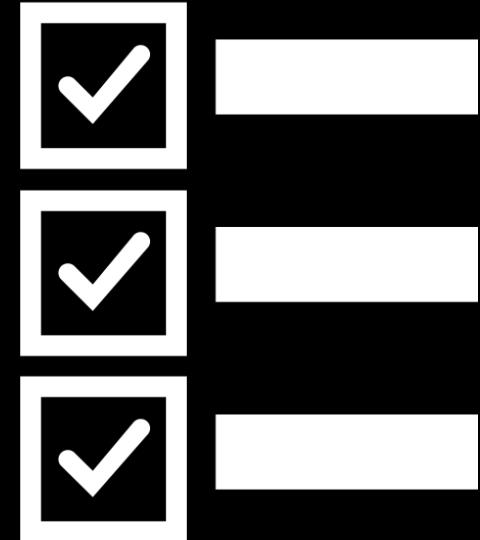
See also

Customize tags



# 5

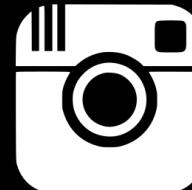
# Get Stuff Done!



# The problem with multitasking...



in



BBC

NIC

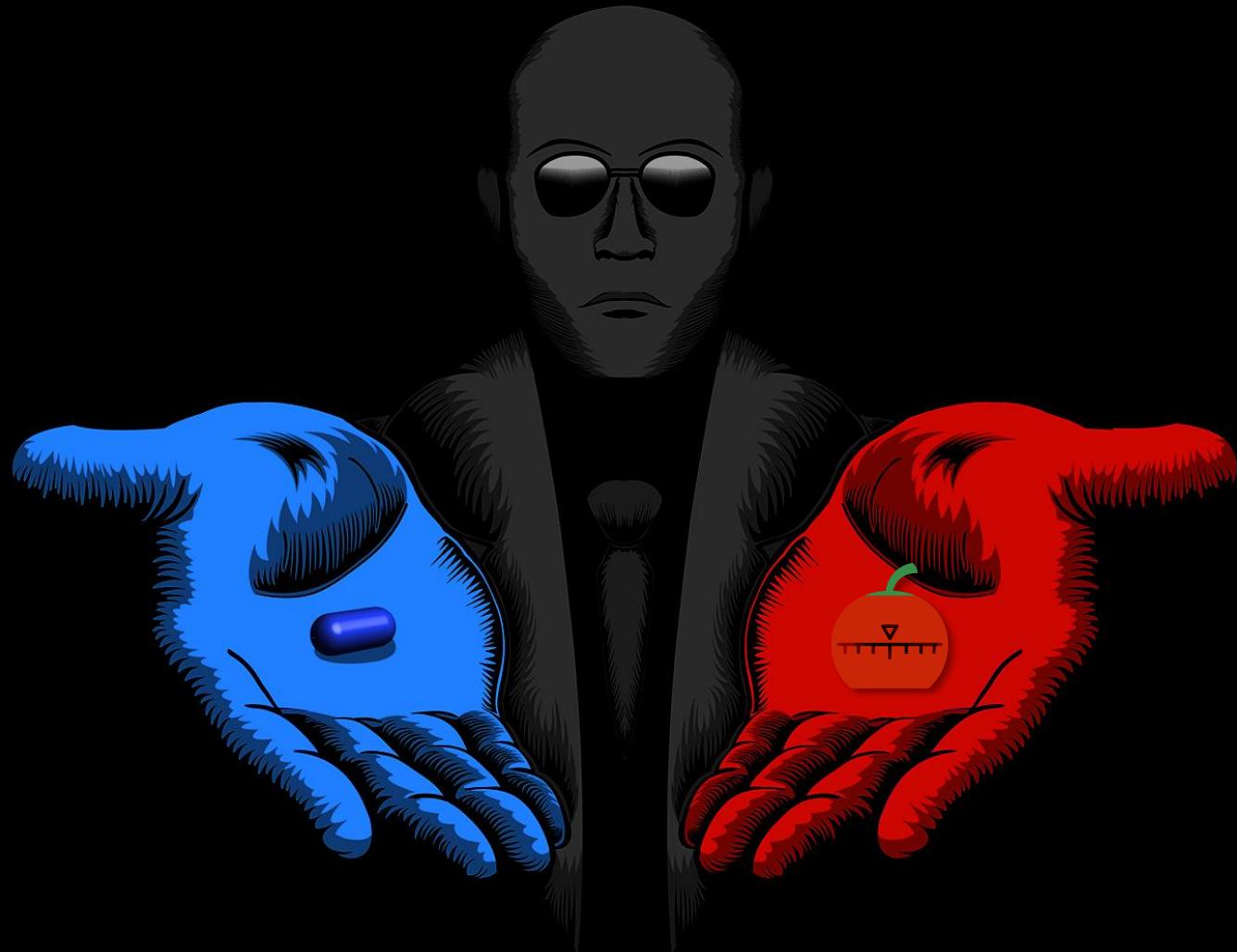
@StaleHansen

# The Flow State is the goal



That is when we  
get stuff done

Usually in the evening, right?



**nic**  
@StaleHansen

# 5

# The Pomodoro Technique

## Induce the Flow State

### 10-25 minutes intervals and keep going



07	TODO; OneNote	TODO; OneNote	TODO; OneNote
08		Produce documentation Project A	
09	Project call Microsoft Teams Meeting Ståle Hansen		Workshop Project B
10			
11	Lunch with colleague Lunch		
12			
13	Syncup Skype Meeting Ståle Hansen		
14			
15	TODO; OneNote	TODO; OneNote	TODO; OneNote
16			
17			

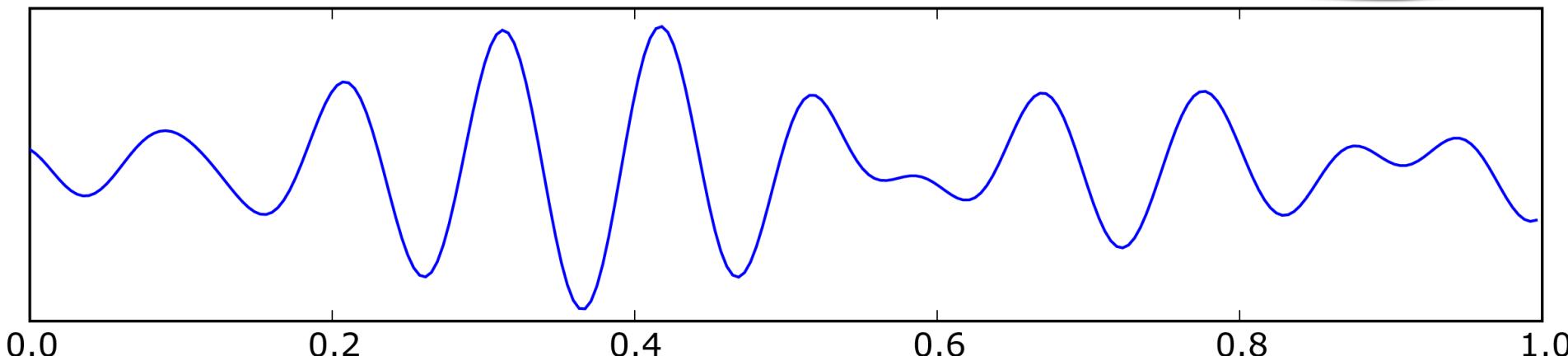
07	TODO; OneNote	TODO; OneNote	TODO; OneNote			
08		Produce documentation Project A				
09	Project call Microsoft Teams Meeting Ståle Hansen			Workshop Project B		
10						
11	Lunch with colleague Lunch					
12						
13	Syncup Skype Meeting Ståle Hansen					
14						
15	TODO; OneNote	TODO; OneNote	TODO; OneNote		TODO; OneNote	
16						
17						

# Music between 50 and 80 BPM

is perfect for helping you focus

Helps your brain produce

# Alpha Waves



# 5

Turn off all notifications

**presentationsettings /start**

# Singletasking is the goal



## You are your worst enemy

5

Pomodoro open source timer  
PowerShell script on GitHub

Start-Pomodoro -Minutes 25

-EndPersonalNote "Office Servers and Services MVP"

-IFTTMuteTrigger MuteAndroidFromPowerShell

-IFTTUnmuteTrigger UnMuteAndroidFromPowerShell

-IFTTWebhookKey d-PJw-6Eu1ksdsd46348sd6feohfssdgfsd

## Windows PowerShell

Windows PowerShell

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Pomodoro Focus sessions

Time remaining:

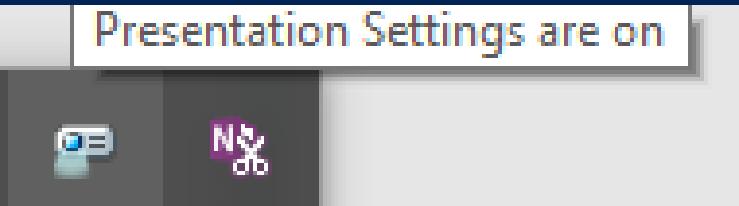
[ooooooooooooooo]

00:22:34 remaining.

Updated Skype for Business client status to custom activity 1 (Pomodoro Sprint) and personal  
Congratulations! You've fired the MuteAndroidFromPowerShell event

Presentation Settings are on

[http://bit.ly/PS\\_Pomodoro](http://bit.ly/PS_Pomodoro)



17:50 | Sun, May 28





Will be available in 15 seconds



My Buddy

Pomodoro Sprint ▾

Set Your Location ▾



Find someone

GROUPS

STATUS

RELATIONSHIPS

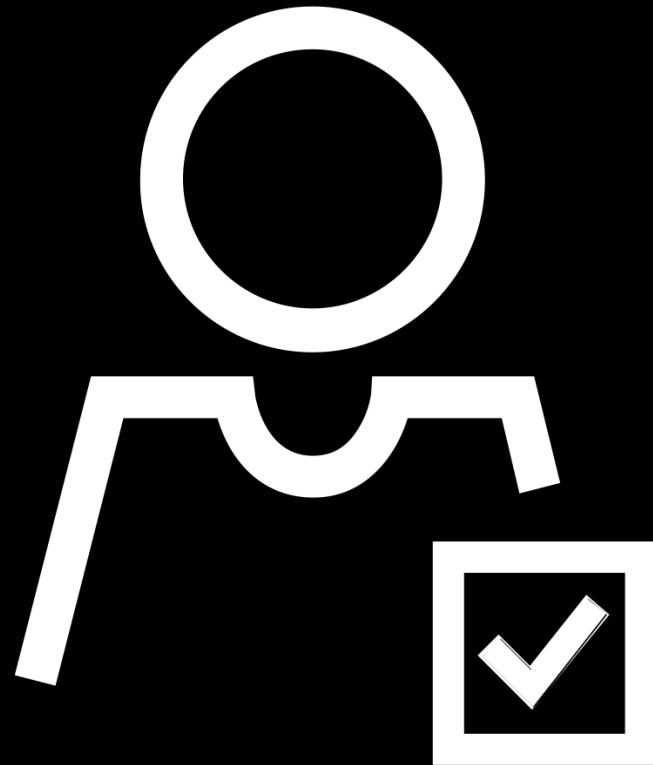
NEW

ONLINE

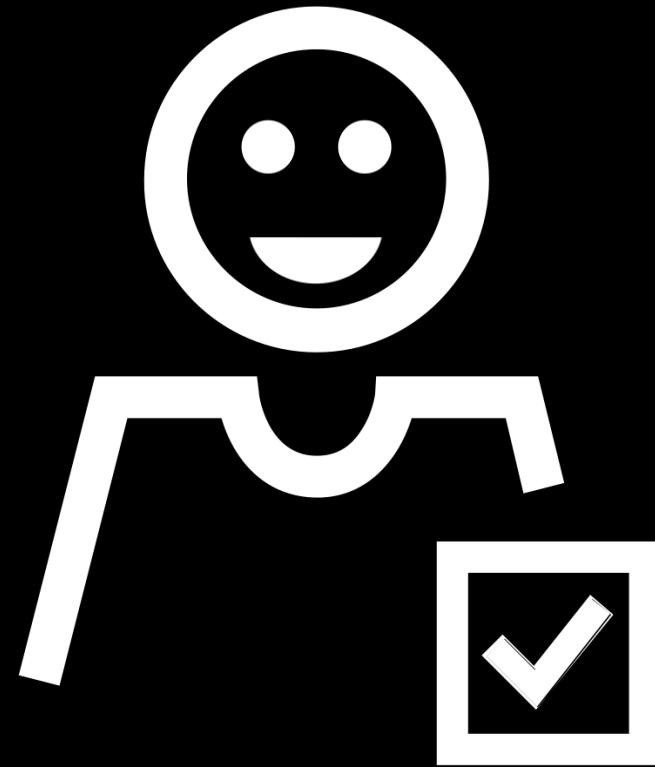
17:50 | Sun, May 28



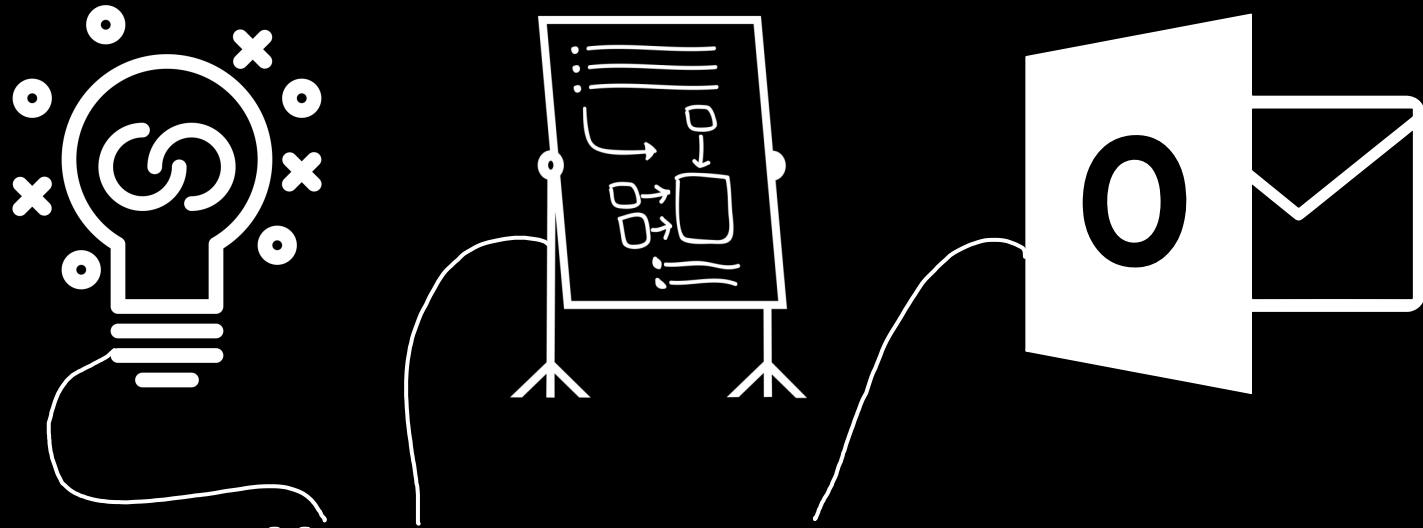




# Getting Stuff Done



#GoodTimes



# Collection in OneNote

Follow me on **YouTube** to learn more  
<http://YouTube.com/StaleHansen>

# Ståle Hansen

CEO CloudWay AS

MVP Office Servers and Services

 @StaleHansen

# Thank you!



OneNote LifeHacks explained

589 views



Ståle Hansen  
Published on Aug 15, 2017

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**NIC**  
@StaleHansen

# Resources

Slides and demos from the conference will be available at  
[github.com/nordicinfrastructureconference/2018](https://github.com/nordicinfrastructureconference/2018) (bit.ly/2y7JhA3)