



Jan

Feb

Mar

Apr

May

Jun

Jul

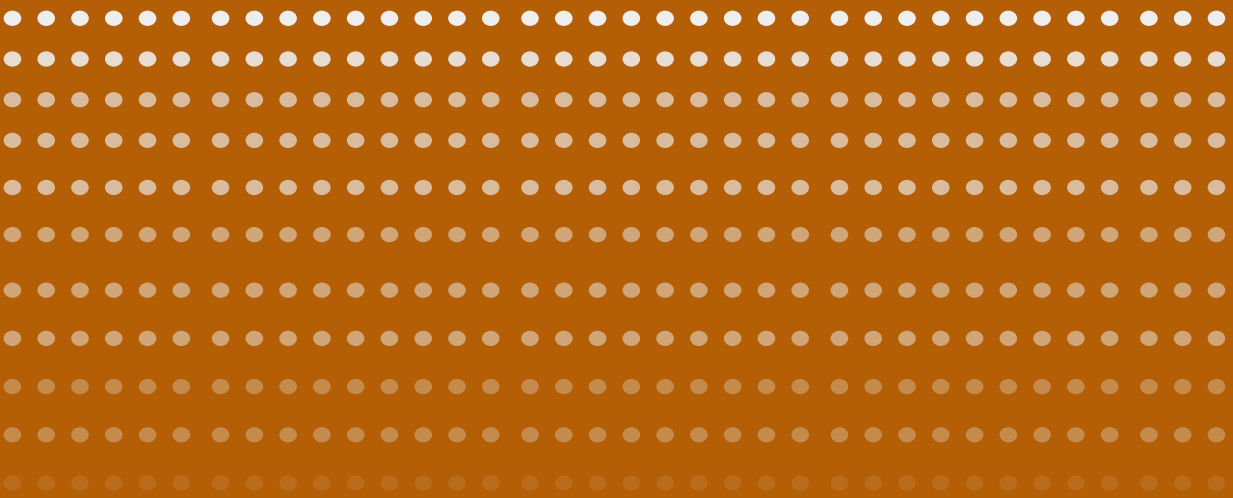
Aug

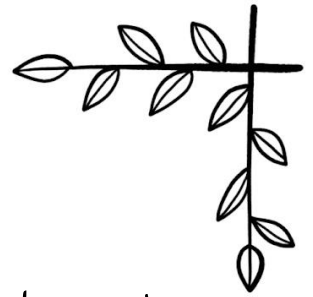
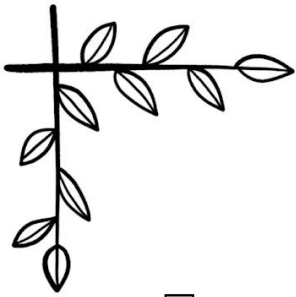
Sep

Oct

Nov

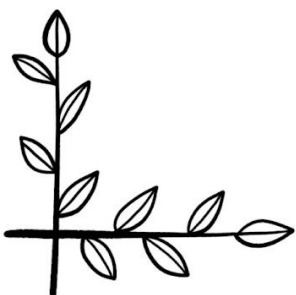
Dec



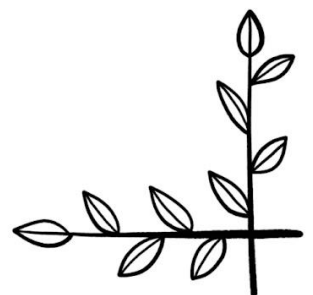


## NOTES ON USAGE

- ❑ Use the quarterly, monthly overview and week at a glance pages to plan your month ahead or to mark important meetings, seminars, lectures / webinars to attend
- ❑ Use template from the collection or populate with any template / blank pages of your choice to add meeting notes
- ❑ Organise meeting notes chronologically under the monthly tabs
- ❑ If you do not need the tab / section or dividers, just delete the section pages and populate the notebook with empty pages of your choice
- ❑ Set a monthly goal of webinars / lectures / seminars to attend, record them as apt, make notes and note important takeaways, learnings and open questions to follow-up on.
- ❑ Hope this notebook serves as a companion tool on your learning journey



Template created by Lakshmi Ganesan.  
Enjoy for personal use :-)



# Index of Templates

**Quarter**

Month: 

S	M	T	W	T	F	S

Month: 

S	M	T	W	T	F	S

Month: 

S	M	T	W	T	F	S

Quarterly Overview

Month:

SUN	MON	TUE	WED	THU	FRI	SAT

Notes


Monthly Overview

**Weekly Planner**

Month: 

S	M	T	W	T	F	S

	MON					
TUE		WED		THU		
FRI		SAT		SUN		

Weekly at a glance

**AGENDA**

	Date	DD	MM	YY
--	------	----	----	----

ATTENDEES


Notes


Action Items


Progress Meeting Notes template

**TOPIC**

	Date	DD	MM	YY
--	------	----	----	----

Presenter(s)


Key Takeaways


Questions


Lab Meeting Notes template

**Title / Topic**

	Date	DD	MM	YY
--	------	----	----	----

Host / Source


Speaker


Key Takeaways


Questions


Lecture Notes template



Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec





Jan

**Feb**

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Sep

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Nov

**Dec**



# Collection of Templates



# Quarter

Month:

S	M	T	W	T	F	S


Month:

S	M	T	W	T	F	S


Month:

S	M	T	W	T	F	S




# Week at a Glance

Month:

S	M	T	W	T	F	S

**MON**

**TUE**

**WED**

**THU**

**FRI**

**SAT**

**SUN**

# AGENDA

Date	DD	MM	YY

## ATTENDEES

### Notes

### Action Items

<b>Topic / Subtopic:</b>	Day	DD	MM	YYYY

<b>Presenter:</b>	<b>Host</b>
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<b>Cues / Beats / Keywords</b>	<b>Notes</b>

<b>Summary / Takeaways / Questions</b>



