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May

Jun

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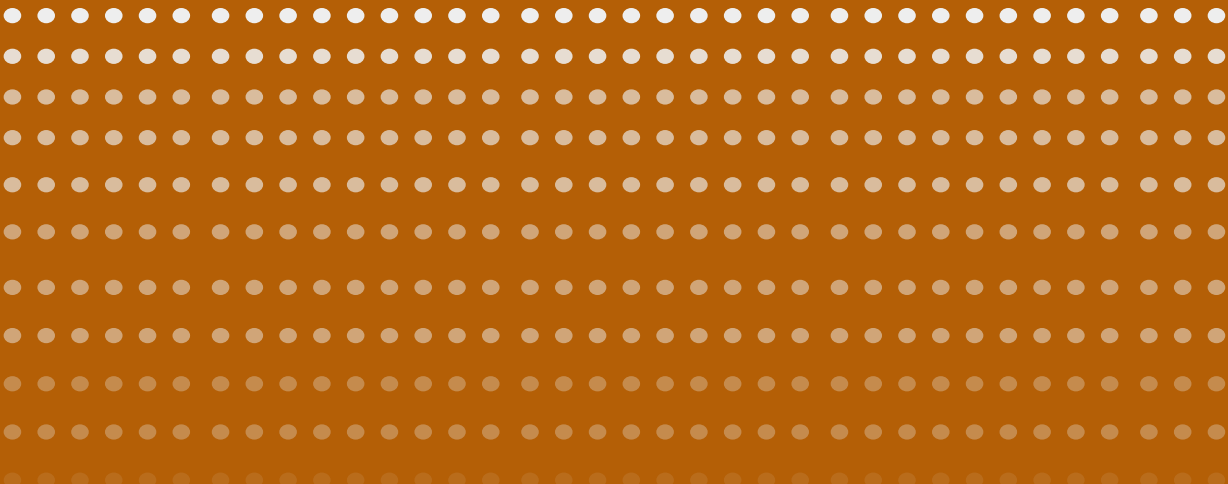
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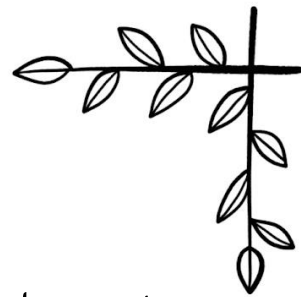
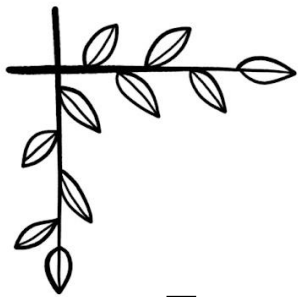
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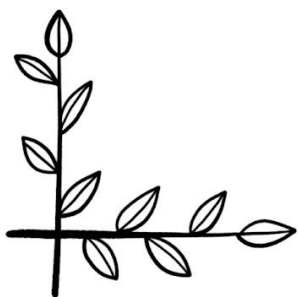
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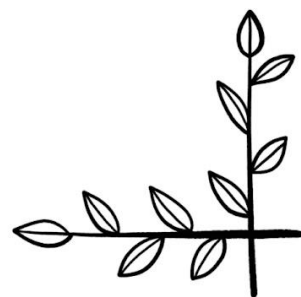


NOTES ON USAGE

- ❑ 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

Speaker

Host / Source

Key Takeaways

Questions

Lecture Notes
template



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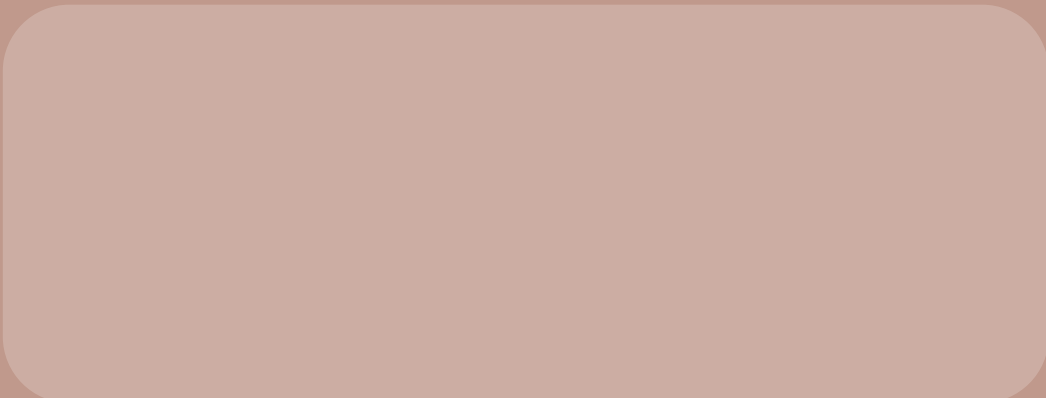
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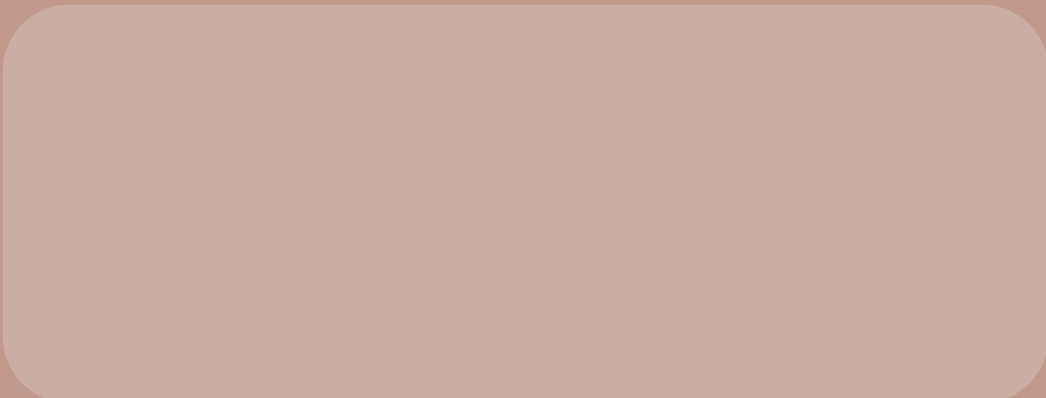
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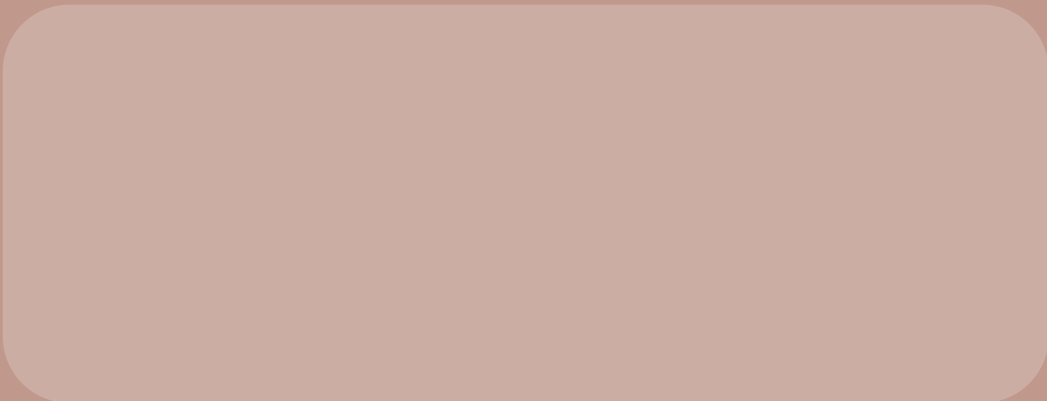
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Collection of Templates

Quarter

Month:

S	M	T	W	T	F	S

Month:

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Month:

S	M	T	W	T	F	S

Month: _____

Notes

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

☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Topic / Subtopic:		Day	DD	MM	YYYY
Presenter:		Host			
Cues / Beats / Keywords	Notes				
Summary / Takeaways / Questions					

Topic / Subtopic:	Day	DD	MM	YYYY

Cues / Beats / Keywords	Notes

Summary / Takeaways / Questions

