Book notes that lead to one action

Capture an idea from reading and decide whether it is useful in practice.

Three steps

1. Write an idea in your own words
2. Record page for reference
3. Choose one possible action

A worked example

Book	Example book
Idea	Plan tomorrow
Page	42
Possible action	Try once

A small action is more useful than copying an entire chapter.

Respect copyright when sharing notes.

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Use one row per item or decision. Start with what you know.

Book	Idea	Page	Possible action

My next action / when