



111 Ways to Use Microsoft OneNote

ONENOTE MADE SIMPLE

Personal

1. To Do List
2. Create a dream board
3. Write a Book
4. Medical Diary
5. Motivational & Inspirational Quotes
6. Social Media Posts
7. Blog Writing
8. Recipe Book
9. Gift Giving Log
10. Holiday party planner
11. Event planner
12. Print gift tags
13. Communication log
14. Diary / Journal
15. Clip and track craft ideas
16. Phone/Address list
17. Grocery List
18. Book list
19. Doodle
20. Record a message
21. Letter writing
22. Extreme shopping
23. Exercise log
24. Chore list
25. Bill payment schedule
26. Prayer journal
27. Plan a trip
28. Life list (also called Bucket List)
29. Housecleaning checklist
30. Mileage log
31. Brainstorm
32. Chronology of Life
33. Poetry
34. Home school
35. Home work
36. Passwords
37. Gardening Journal
38. Track assets and big purchases
39. Vehicle maintenance
40. Trip checklist
41. Babysitter instructions
42. Emergency information
43. Pet Information
44. Sports
45. Dental records
46. Directions
47. Fun places to visit
48. Fun things to do
49. Home maintenance log
50. In Case of Death
51. Christmas letters
52. Rewards Programs
53. To Sell
54. To Buy
55. Online accounts and registrations
56. Insurance
57. Meal planning
58. Quick Notes
59. House decorating
60. Family genealogy
61. Certificates and Awards
62. Share family calendar
63. Recycle and Repurpose
64. Note-taking
65. Prepper journal
66. Tax preparation
67. Send a video message to a friend
68. House inventory
69. 50 States Travel Log

Business

70. Daily Objectives
71. Goal tracker
72. Procedure Manual
73. Company policies
74. Employee Motivation
75. Social media marketing
76. Blog writing
77. Customer profile
78. Sales process
79. Event planner
80. Communication log
81. Tax Preparation
82. Trade Shows
83. Marketing Plan
84. Collaboration Projects
85. Passwords
86. Time Sheets
87. Product Development
88. Idea Generator
89. Employee Records
90. Product Spec Sheets
91. Meeting Minutes
92. Market Analysis
93. Customer Survey
94. Checklists
95. Forms layout
96. Newsletters
97. Internet articles
98. Webinar notes
99. Trip Itinerary
100. Product Evaluation
101. Price Sheets
102. Working Relationship Agreement
103. Vision Statement
104. Outlook emails
105. Press Releases
106. Competitive Analysis
107. Regulatory Issues
108. Legal Documents
109. End of Year Checklist
110. Templates
111. Training workbook