If found, please contact

Place these stickers in the beginning pages of your notebook.

Introduction

BLUF: The Army depends upon an NCO's ability to communicate effectively. Keeping well-organized and detailed notes will help you in your day-to-day taskings and communications with other Soldiers.

These notebook inserts provide tips for notetaking, which include:

Planning and prioritizing tasks
Documenting events, actions, and behaviors
Capturing and organizing ideas

The notes you take in your journal should give you the data you need to write effective reports such as counseling statements, award recommendations, or NCOERs.

Contents



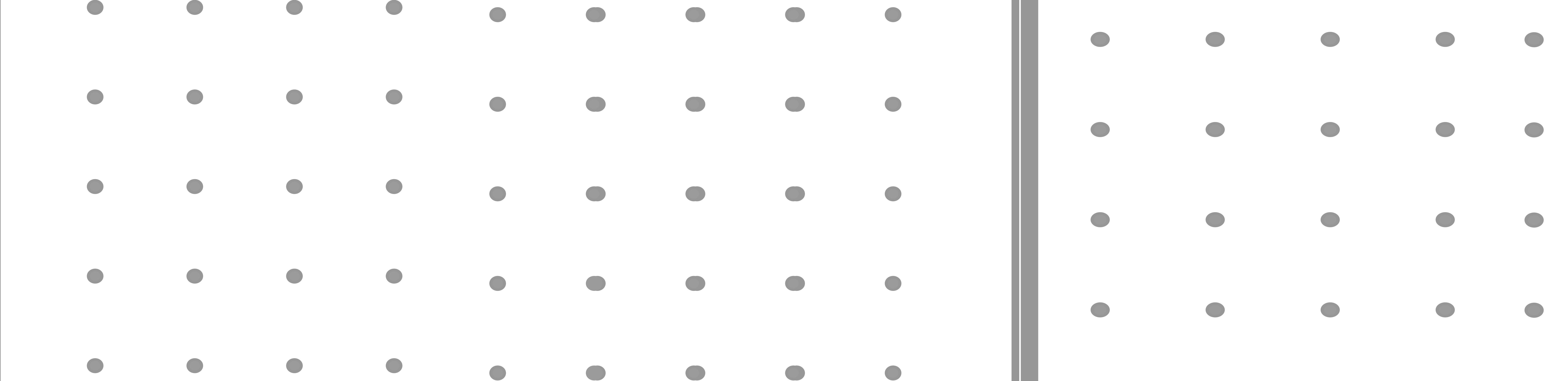
Setting up this book

Put "index": at the top of the next four (4) blank pages.

Creating an index will allow you to quickly and easily find

important notes you have taken by tracking the page MAR 2019: 5 · · · number. As you add BRIEF NOTES: 7, 9, 10-14 content you will Workovts: 8, 10, 12, 13 begin to see recurring AFC SWAFF. 3, 10, 15, 22 topics. This might be the way you COUISELING: 22, 35 decide to organize your index so you can locate information quickly when you need to refer back to it. For example, you might make notes on an individual Soldier, or take notes for all assigned





Tips for organization

Keep your notes brief and to the point.

Start with these three types of entries.



Organize all of your task, events, and notes together under a specific

Use the date or the event as the label

	EVENTS						
	Notes.						
	LEAD PT	0530		SIELI			
	LOCAL CC						
	PLAN ROI	4D MARC					
	RENEW C	AC @N					
	WRITING	SEMINA					
	Lock up	MOTOR					
	WEATHER	SHOUL	D BE				
	• THIS WEE						

distinguisher.

X through tasks as you complete thomas

How to take notes

1. Consider the 5 Ws (Who, What, Where, When, Why).

If you aren't given all of this information, ask questions in order to get it.

2. Summarize what you're told rather than trying to write down every word.

Keep words and sentences brief. Don't use a sentence when you can use a

phrase, or a phrase when you can use a word.

Example: Marksmanship training will be on December 4 at 9am Marksmanship training - 04DEC 0900

3. Use indentations to distinguish between major and minor points.

Major point Minor point

4. When planning tasks, make them specific enough so you can complete them.

Example: Get healthy Go for a run today

5. Leave blank spaces in between sections of notes, tasks, or events to allow for adjustments

Examples

MON. OYMARZO19

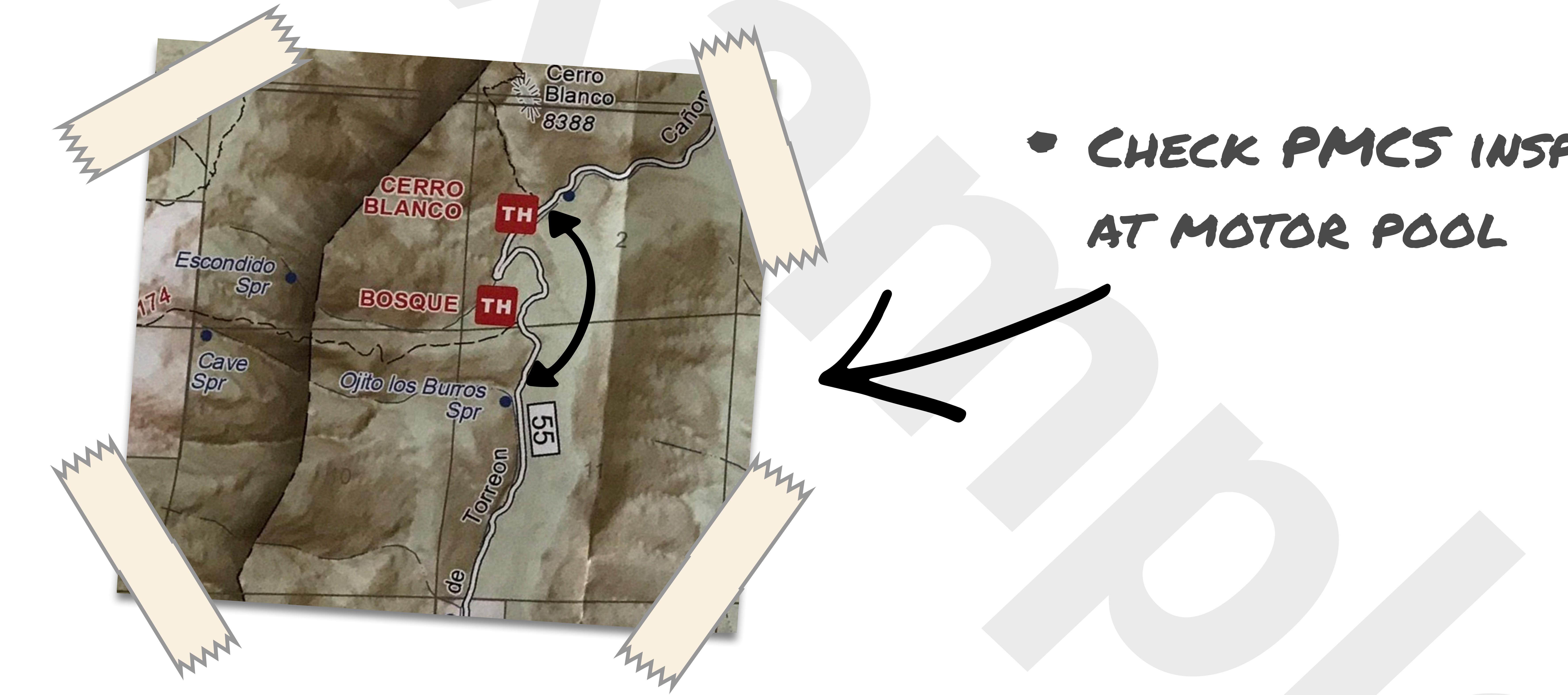
06:00 COMPANY LEADERS MEETING

- XÓ NEEDS ASSISTANT ARMORERS IN ARMS ROOM FOR INSPECTION PREP

MORNING PHYSICAL TRAINING - SMITH AND JONES AT SICK CALL

MEET ISG JOHNSON AT HIS OFFICE AFTER MORNING FORMATION TO DISCUSS PFC WEITZ COMPANY GRADE ARTICLE 15

- FIRST OFFENSE FOR WEITZ. TOP SAYS CO WANTS TO DO THIS ASAP REVIEW ARTICLE IS PROCEDURES INFO - SEE ARMYCOURTMARTIAL WEBSITE



· CHECK PMCS INSPECTION SHEETS

Further resources

Try digitizing your notes





Noteability Google Keep OneNote

Find them here





Work on your writing

