

Under the **File** heading, use the “Make a Copy” command to use this template. Delete explanations in italicized text. Change the title *Permanent Note Template*, to something that suits your note.

Permanent Note Template

Title: PUT THE TITLE OF WORK HERE

date: {{date}}

type: permanent

Project: PUT THE NAME OF YOUR PROJECT HERE

Tags

Make a list of key words that summarize the idea(s) that follow. Add short one or two-word tags to identity key ideas you note in your comments.

Idea

- *a note containing your own thoughts, inspiration, reflection*
- *It can be as simple as a link to a literature note, and asking, 'why?'*
- *One idea per note - but as complete as possible in your own words.*
- *Write as if you are writing for someone else. Use full sentences.*
- *Include sources in the note, but the note should be understood even if you don't know the context it was taken from. The note should ****stand by itself*****
- *Be precise, clear and brief.*

Related Links

Use this section to think about connections. Think about how the newly created notes connect with your existing knowledge. If you find some connections, connect this to other permanent/ idea notes already in your files. To make connections, ask:

- *How does this idea fit into what I already know? Does it fit with other literature I've read or notes I've written?*
- *What does this idea mean for some other idea that I already have?*
- *Does this add to, contradict, or explain another idea that I already have?*