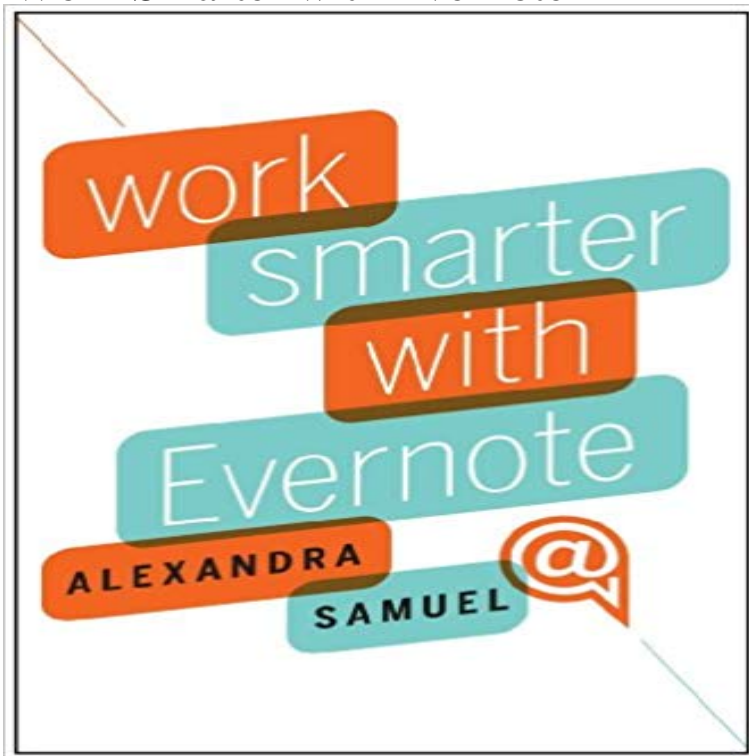


## Work Smarter with Evernote



Whether you've always wanted to try Evernote or have only dabbled with it in the past, you can take your professional life to the next level by making this tool one of your go-to systems for staying organized. Evernote can help you become more focused and effective on the job and get ahead in your career. This short, practical book shows you how. In *Work Smarter with Evernote*, social media expert Alexandra Samuel demonstrates the most effective ways to use this popular (and free) web-based notebook system to: Capture the right notes, documents, images, ideas, and inspirations. Keep the information you want always at your fingertips. Enhance collaboration by sharing and publishing your notes. Focus on the work that matters most to you and aligns best with your professional goals. The book also includes a 30-minute quick guide to setting up your Evernote system and notebooks for maximum utility and ease of navigation. Interested in learning more about how social media can help you get ahead of your daily work and get ahead in your career? Look for more in this series of short, digital books from Harvard Business Review Press and social media expert Alexandra Samuel. Other installments provide the best tips and tricks for using tools like Evernote, Twitter, HootSuite, and Gmail to get organized and improve your performance on the job.

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