

## HOW TO TAKE NOTES EFFECTIVELY

*Throughout whatever program you are attending, you should be taking notes. Here is an excellent way to take notes so that you think in a way where you can immediately implement ideas to grow your business. This sheet also has the added benefit of allowing you to observe how and what the presenter / promoters are doing to entice and sell you and your fellow attendees. Pay strict attention for replication possibilities.*

**Idea Being Presented**

**How This Applies to  
My Particular Business**

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**What nuances or controls are the promoters or the speaker utilizing and which techniques may be replicated**