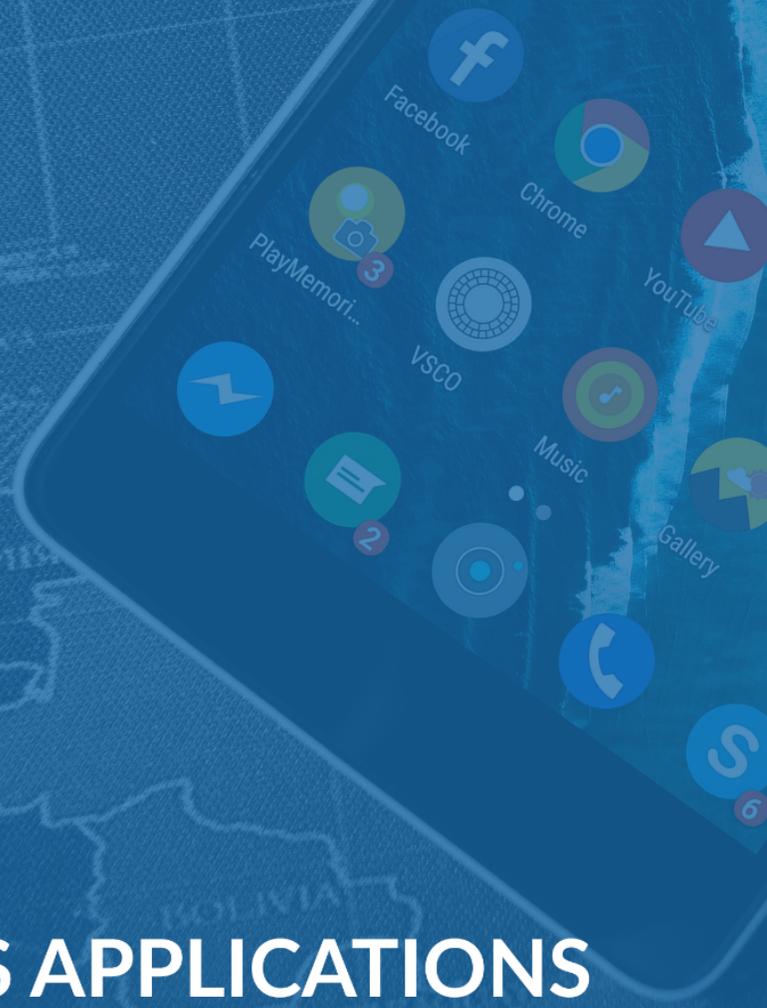


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Keep Your  
**BUSINESS ORGANISED  
WITH EVERNOTE**



**ONLINE BUSINESS APPLICATIONS  
WORTH INVESTING TIME**

# Keep Your Business Organized with Evernote

By Steven Brough

**OUTSOURCE THAT**

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## Introduction

(<https://evernote.com/>) Evernote is rapidly becoming the de facto way to help you keep organized and connected in business. As a small-business owner, you can use the upgraded version to keep in touch with your Virtual Assistant team, work on projects whether connected or otherwise and pursue your goal to maintain a paperless office environment.

## 1 | How Evernote Helps to Deal with the Monkey Mind

In the world of personal development and mindset mastery, they have a phrase that adequately describes the problem facing small-business owners today. They say that whenever you are not able to focus your mind clearly because you have so much to think about and so much else "going on," that you have a "monkey mind." The monkey jumps from tree to tree in the wild seemingly without any purpose or objective, and this is what happens to the entrepreneur's mind when they have so many projects to think about and so many details to be concerned with.

While there may be specific exercises in the world of mindset mastery, in practical terms the small-business owner needs to be on the lookout for tools and resources to bring everything together – and quickly. There's nothing worse than a scatterbrained approach to project development, and this is almost certain to lead to errors and omissions, to say nothing of increasing the stress level to unbearable levels.

Of course, one of the best ways to take a lot of the strain away is to employ the services of a Virtual Assistant team. Many repetitive administrative tasks can be outsourced, saving a great deal of time on each given day. As we explore new and exciting ways to cement a relationship with a Virtual Assistant team occasionally some excellent service solutions appear, to make things even easier. Evernote is a case in point. This is a relatively new solution, allowing you to take notes instantly wherever you may be and with relative ease manage a great deal of information for forward planning purposes.

Evernote is essentially a virtual notebook. Yet it is not a "one size fits all" solution, either. You can set it up and tailor its functionality to meet individual requirements