

MINI

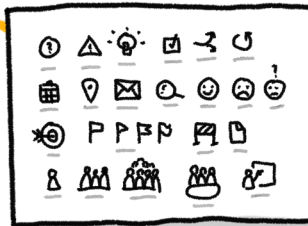
VISUAL STARTER KIT

FOR MEETING NOTES & PROJECT PLANNING

This visual starter kit is designed to help you take the very first steps towards making your meeting notes and project planning more visual.

It contains a cheat sheet with a basic set of simple icons that you can copy, tips for practicing and a set of methods for using the icons to structure meeting notes and plan projects visually.

ICON CHEAT SHEET



TIPS for PRACTICE



PLANNING PROJECTS VISUALLY

STRUCTURING MEETING NOTES



Once you start combining visual elements with written words you might find that there are many ways you can use this powerful combination in your daily work. Don't be afraid to play and experiment to find your own applications.

I would love to see what you discover and create on your journey. If you like, post your work on Instagram using the hashtag **#visualstarterkit** and tag me in the picture (**@evalottchen**). It's exciting to learn from each other and I can't wait to see how you will use this starter kit.

If you want to learn more about sketching and visual thinking, you should follow me on Instagram or Twitter – I'm **@evalottchen** – and visit my website **www.sketchnotesbook.com**.

Enjoy the ride and Happy Sketching!

evalotta

GETTING STARTED

Before you use the icons in a meeting you should take a little time to prepare and practice. With a little practice you'll feel more comfortable to start sketching in a real world situation.

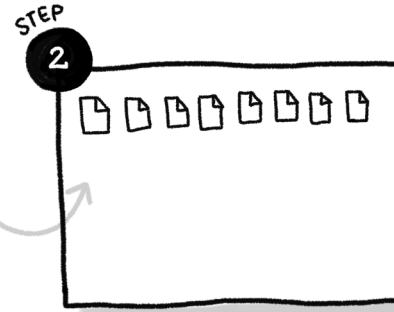
The goal is to be able to sketch the basic icons from memory, with ease and without having to concentrate too much on the sketching. With the right preparation you'll be able to fully focus on the content of your meeting and still make your notes visual at the same time.

Of course you can always keep a printed version of the icon cheat sheet in your notebook to help you out. It's a cheat sheet after all ;)

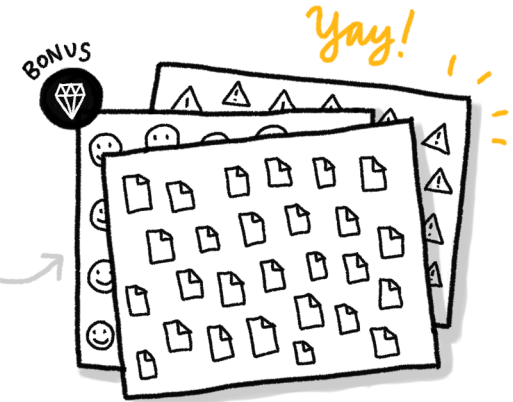
HOW TO PRACTICE



Take a simple unlined sheet of paper, a black pen and pick an icon to practice.



Copy the icon from the cheat sheet and sketch at least one full row of the icon, repeating it 10-20 times.



Fill a whole A4 sheet with the icon (50-100 times) until you can sketch it without even thinking about it.

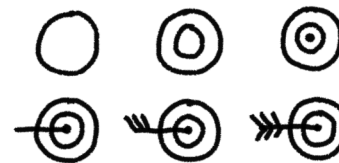
A FEW TIPS FOR YOUR PRACTICE



FIND YOUR PACE AND RHYTHM

How fast can you go before the strokes get sloppy? Which tempo feels right? Can you find a rhythm for your strokes?

TIP If in doubt, slow down. We usually start rushing when we feel stressed. Practicing slowly will help you to keep calm and controlled even under pressure.



FIND YOUR OWN CHOREOGRAPHY

Which order of strokes makes it easiest for you to sketch the icon? Which strokes do you do in one go? At which points do you lift your pen?

TIP Start with the biggest basic shape first, then add details. This helps to get proportions right and keep the icon simple.



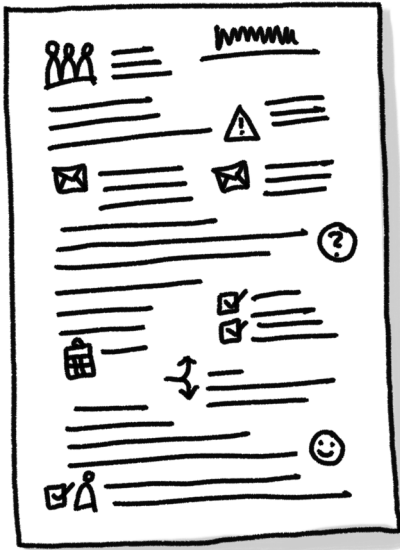
FIND YOUR OWN VARIATIONS

The icons in the cheat sheet are a starting point. Do you feel an icon needs a change, more detail or a bit of your personality? Change it!

TIP Experiment with different versions until you find the one you are happy with. Then practice this version 50-100 times until you can do it 'in your sleep'.

STRUCTURE YOUR MEETING NOTES

METHOD 1 SPRINKLED ICONS

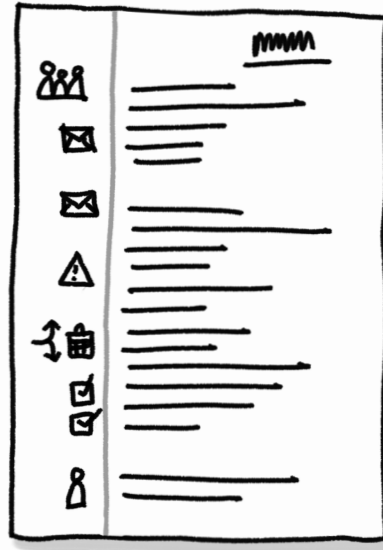


Take notes on a piece of paper, in a notebook or on the whiteboard like you usually would.

When you note down something that falls into any of the categories listed in the icon sheet, just sketch the corresponding icon next to what you just wrote.

These 'sprinkled' icons serve as visual anchors that make it easy to scan your notes and filter out the key pieces of information.

METHOD 2 ICONS IN MARGINS



If you like a little more structure, you can try the following. Before your meeting, draw a vertical line down the side of your paper to create a 2-3cm wide margin.

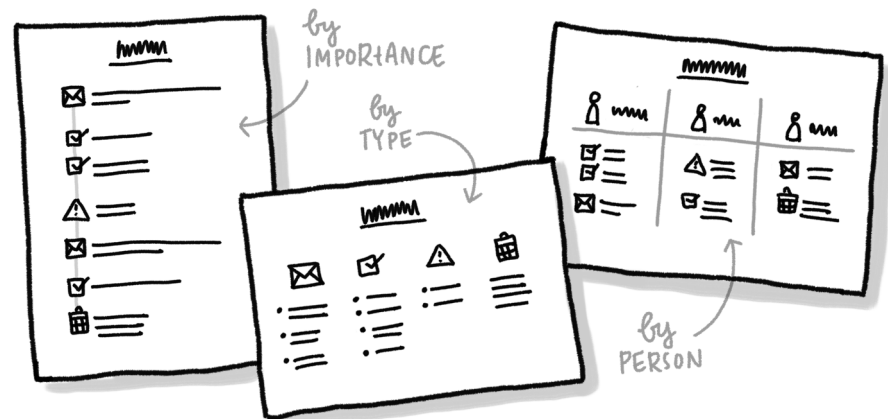
Write your notes as usual in the bigger part of the paper and use the margin to add icons corresponding to the type of information you write down in the main area.

Your margin now works as a visual index to find specific pieces of information on the page.

BONUS



When the meeting is over, spend 2-3 minutes to go through your notes and highlight the most important points and urgent todos with a coloured highlighter.



For a condensed summary, take your highlighted points and write them on a new piece of paper, each with their own icon. You can order this sheet by importance, by type of information or by person responsible for each task.

ICON CHEAT SHEET - MEETING NOTES & PROJECT PLANNING



QUESTION



PROBLEM



IDEA



ACTION ITEM



DECISION



ITERATION



DATE,
DEADLINE



LOCATION



EMAIL



LOOK-UP,
RESEARCH



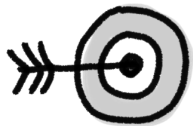
GOOD



BAD



CONFUSED



GOAL



MILESTONES



ROAD BLOCK



DELIVERABLE



PERSON



TEAM



AUDIENCE



MEETING



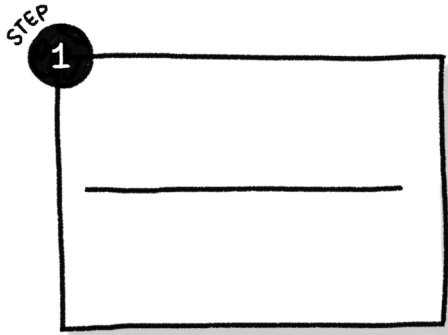
PRESENTATION



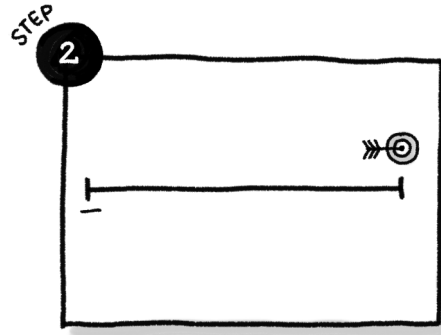
WORKSHOP

PLAN A PROJECT

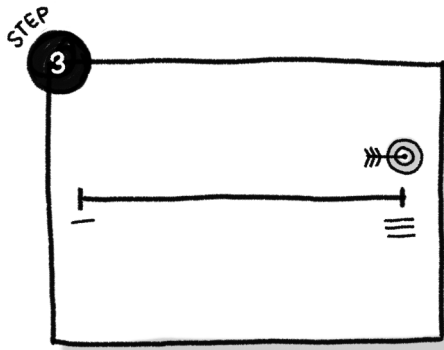
If you are planning a project, laying it out visually can help to get a better idea of what needs to happen and when. Try this method next time you have to plan alone or with a group.



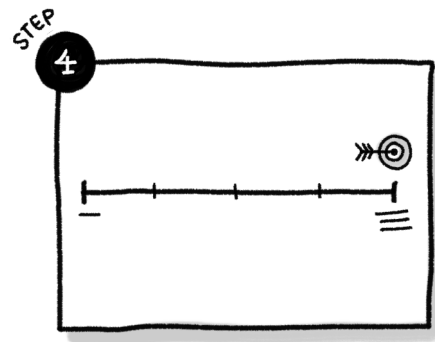
Start by drawing a horizontal line across your paper or whiteboard.



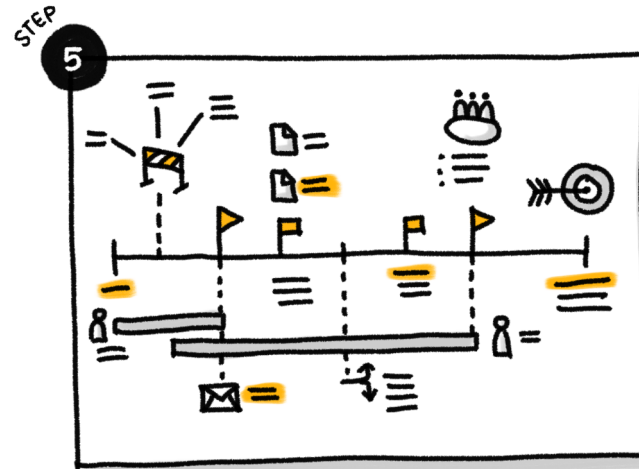
Mark the beginning of the line with 'today' and the end of the line with a goal icon.



Name the goal for your project.



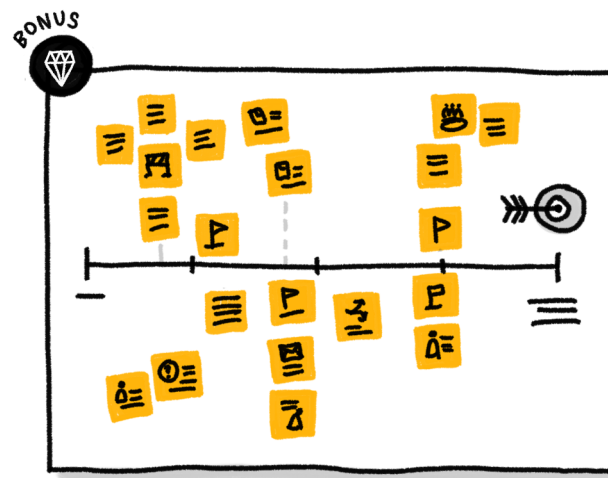
Divide the line into the remaining weeks (or if it is a very short project, days).



Start to add milestones, events, deliverables and responsibilities to the timeline.

Don't worry if it gets a bit messy. Crossing things out, moving items around and squeezing new things in is normal in this process.

When all the items have finally found their place on the timeline, take 5 minutes to redraw a clean version if you feel the initial sketch got too messy.



If you are working with a group, you can also use post-its to write and sketch the individual elements. Like that, the whole group can contribute post-its and you can arrange and move them easily on the whiteboard as you build and refine the plan.

At the end, take a picture of the board to share with everybody.