

[View this in your browser](#)



# OneNote Templates

More Productive  
Less Effort  
[onenote.auscomp.com](http://onenote.auscomp.com)

## Why OneNote is the little powerhouse of Microsoft 365?

Because it's easy to use, does more than just one thing, versatile to use in multiple ways, integrates with Outlook and ...

## OneNote the little Powerhouse of Microsoft 365



[Read post ...](#)

Boost Productivity & Save

20% Discount on our Booster for OneNote Template Packages

# PRO Booster for OneNote



6 OneNote Notebooks with 60+ Templates



## KanBan Task Board

- ✓ Visualization of Tasks & Projects
- ✓ 14 Types of Work flows
- ✓ 20+ Task Card Styles
- ✓ Sub Tasks
- ✓ Highlight Tasks using Symbols & Images
- ✓ Plus Smart Goals



## Project Management

- ✓ Project Meetings & Agendas
- ✓ Executive Summary & Strategic Planning
- ✓ Project Proposal & Charter
- ✓ SWOT Analysis & Time Line
- ✓ Risk Management & Issue Management
- ✓ Project Closure & Post-Mortem



## Calendars & Planners

- ✓ Weekly & Daily Calendars
- ✓ Expenses & Birthdays @ a Glance
- ✓ Weekly Chores & Responsibilities
- ✓ Calendars in Portrait & Landscape
- ✓ Birthdays @ a Glance
- ✓ Bills Organizer & Recurring Expenses



## Get Things Done

- ✓ Keep Track of OnGoing Goals
- ✓ Predefined Project Template
- ✓ Weekly Reviews
- ✓ Clean & Catch Up
- ✓ Brain Dump & Triggers
- ✓ Review & Reflect



## Personal Development

- ✓ Skills Development Plan
- ✓ Individual Development Plan
- ✓ 3 Personal Development Plans
- ✓ Professional Development Plan
- ✓ Short Term Development Plan
- ✓ Long Term Development Plan



## Productivity Maximizer

- ✓ Start - Stop - Continue
- ✓ Fun Goals & Bucket Lists
- ✓ Ideas Planner & Brainstorm Worksheet
- ✓ Short & Long Term Goal Planners
- ✓ Procrastination Management
- ✓ Eisenhower Matrix

Use "BOOST20" discount code on checkout for 20% Off

[onenote.auscomp.com](http://onenote.auscomp.com)

# Making OneNote users more productive with less effort!

(c) 2021 Auscomp.com

(Microsoft 365 and OneNote are registered trademarks of Microsoft)

You are receiving this email because you either downloaded, purchased or registered one of our products or services.

[Manage subscription](#)

