

How to Take Notes with AI and Save a Lot of Precious Time

These days, it seems like every app has AI built in. But in some cases, it can actually be useful, especially when it comes to note-taking.

Recently, some people have started a real-world experiment with Gemini Live , completely reshaping the way they record information for work and play. The following article will guide you through the process of tapping into voice-based AI tools for note-taking.

Record information on the go

You can use your smartphone to jot down quick notes, adding photos and audio recordings for more context. Some people use OneNote, but many of the best note-taking apps sync seamlessly to the cloud, and this instant record keeps raw ideas and observations for later review and/or use.

But fumbling with your phone to type out your thoughts takes your attention away from the activity you're engaged in. And while taking quick voice notes is an option, they often end up as audio files without context. And let's be honest, we could all do with workflows that reduce distraction.

The core of the test involves getting information as instantly and frictionlessly as possible. Even if it's your first time using Google Gemini , it's fortunate that it works similarly with Microsoft Copilot . And of course, there's a voice mode on other AI chatbots too.

The beauty of it is that it minimizes the steps and mental effort involved. It bypasses the multi-step, attention-demanding process of traditional mobile input, reducing the cognitive load of task switching and manual interaction. Plus, if you're traveling with someone, having your eyes glued to your entertainment smartphone the entire ride is mostly an annoyance to the other person.

The time saved is not only in the physical act of taking notes, but also in the mental energy saved by not having to recall lost ideas later. This shift to voice interaction for rapid capture takes advantage of the increasing accuracy and deep integration of AI-powered assistants.

Voice Notes with Gemini Live



A typed or voice-recorded list would be just that. a list without context or coherence. But with Gemini Live, the experience becomes remarkably fluid.

Gemini can accurately transcribe words and convert your thoughts into well-structured text. You will be surprised at how well Gemini can understand context.

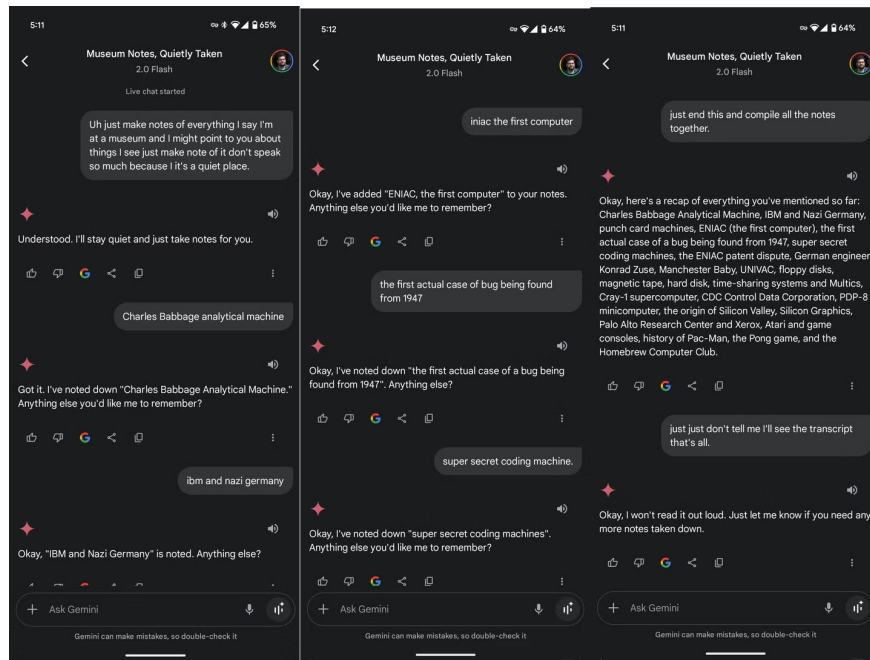
This hands-free method allows you to walk around the place you want, click photos, and quickly resume Gemini Live to talk to it whenever you spot something you want to learn more about. Pausing after each voice input helps you avoid Gemini picking up any background noise or voices from some exhibits.

What's helpful is that Gemini isn't limited to just plain transcription, but has sophisticated natural language processing that allows it to understand context. Plus, because of its conversational nature, you can speak naturally, pause to think, or correct yourself. It's more like thinking out loud than dictating to a human transcriptionist, which is very effective.

Turn notes into useful AI summaries

Taking notes effectively is only half the battle. The real value—and time savings—come when you can quickly extract insights, key points, and actionable items from that data. Gemini saves you from having to sift through notes or listen to long audio files.

Once you've finished your notes, you can ask Gemini Live to close them and get a summary of your on-the-go recordings - easy to understand and reviewable later. You can include it in Microsoft Word or Google Docs if you have to write a story about your visit, get a bulleted summary from Gemini, or ask Gemini for suggestions for further reading on the topic.



The coherent summary of voice notes also allows you to review notes without having to skim through long text or replay recorded audio. Additionally, by analyzing and presenting information in a structured format, Gemini helps you recall details and track action items at a glance.

Expand your AI annotation horizons

The final piece of the puzzle is exploring the limitless potential of AI-driven note-taking beyond the basics.

The bigger picture here is that the evolution of AI-driven note-taking is moving towards creating a true second brain. It's not just about storing information; it's about having an intelligent system that helps you free up memory, connect different ideas, and actively process information to bring out what's relevant.

Beyond the core approach, there are other approaches you can try. After Gemini Live, Copilot is also very effective. Google Keep integrates much better with Gemini on Android smartphones. If you're already invested in Keep or other note-taking or knowledge management tools, you may also want to explore their native AI features.

Additionally, sometimes you need to create something valuable from your raw notes, such as meeting minutes, a field trip report, or a social media or blog post. You can also use an AI-powered writing assistant to help take those initial thoughts and expand, rephrase, or structure them into more polished content.

The final piece of advice is to experiment and customize. Take inspiration from the experimentation and tool choices in the examples, but the real magic happens when you find (or build) a note-taking process that perfectly suits your personal needs and preferences.

Using AI tools for note-taking not only saves time but also regains your focus. The power of AI in providing the ability to instantly capture moments as they happen and then share smart, actionable summaries later is undeniable. The key is to work smarter, not harder.

A workflow that focuses on capturing quick voice notes with Gemini Live and then using Gemini to summarize and process them can save you a lot of time. But it's just one approach in the rapidly expanding world of AI-powered note-taking tools. Which one works best for you will depend on your specific needs and how you work.

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