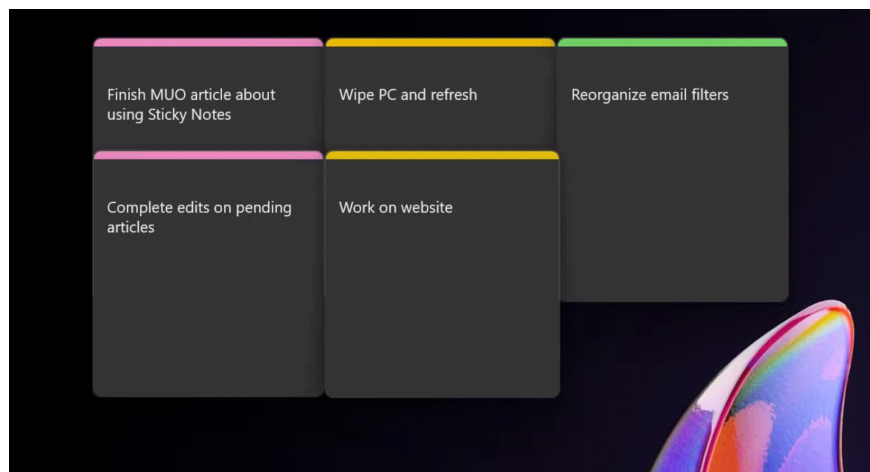


How to Use Windows Sticky Notes as the Ultimate Productivity Tool

With a few creative techniques, you can turn Windows Sticky Notes into a complete productivity system, perfect for managing tasks, brainstorming ideas, and keeping everything in sight.

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1. Add task color coding by priority

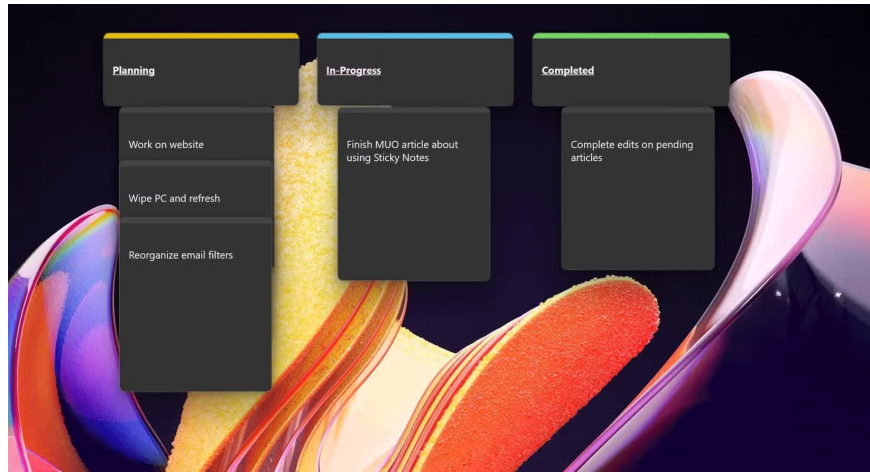


Learning how to use the best features of Windows Sticky Notes is actually very easy. In fact, one of the best ways to use the Sticky Notes app is to add color coding to each task. Use these features to visually organize tasks based on their priority.

Assign different colors to indicate urgency for different tasks: Yellow for medium priority tasks, green for low priority tasks, pink for high priority and urgent tasks.

Using a color-coding system makes it easy to identify which tasks need immediate attention. This helps you focus on the most important and highest priority tasks first.

2. Use your desktop as a Kanban board

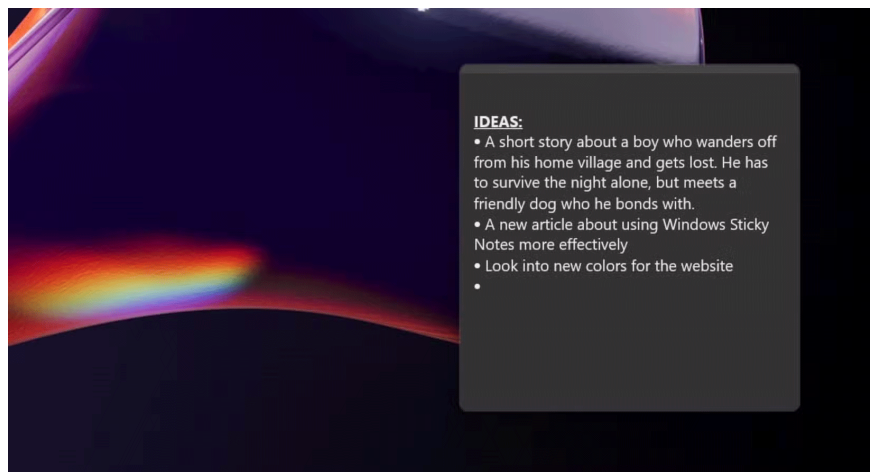


If you're familiar with Kanban boards, you'll know they're great for organizing tasks in different stages.

You can set up a digital version on your desktop with Sticky Notes by creating notes for each stage, like 'Planning,' 'In Progress,' and 'Completed.' Then, as you work on tasks, move them around the board to different sections.

This setup provides a simple visual representation of your workflow, so you know exactly where everything is at any given time. However, if you want to take it a step further, you can always create a kanban board on Trello.

3. Record ideas to organize later

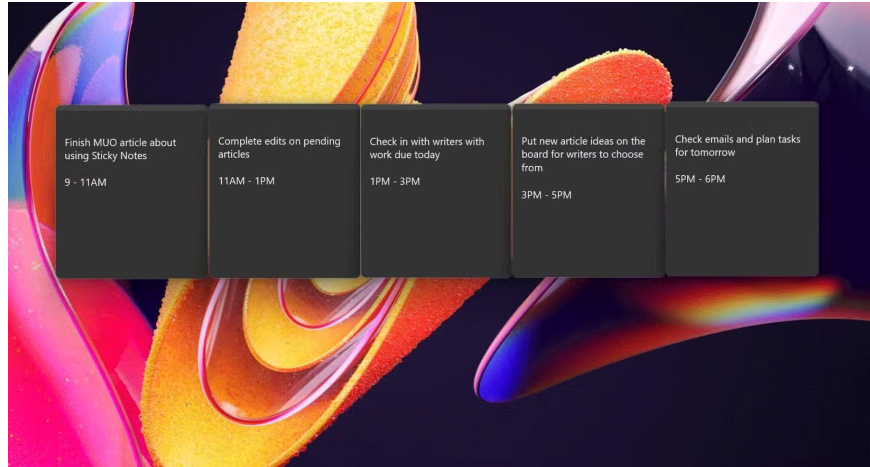


When inspiration strikes, you won't always have time to fully develop an idea. When this happens, use Sticky Notes as a tool to quickly jot down any ideas as they come to mind.

Keep an 'idea' note somewhere on your desktop so you can easily jot it down. Then, when you feel like developing an idea, just pull it out of your note and start.

This approach ensures that no ideas are lost while still keeping your hands free for your current tasks.

4. Create visual time blocks for specific tasks

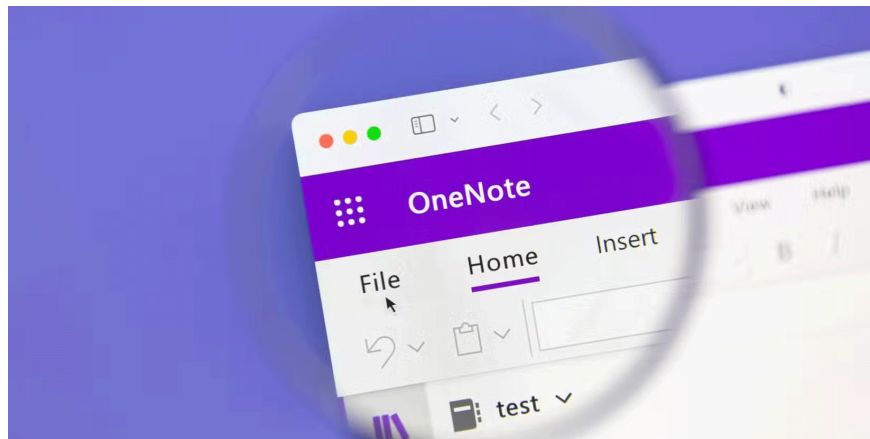


Sticky Notes can help you create a visual schedule on your desktop. Start by assigning blocks of time to specific tasks throughout the day. This creates a virtual timeline for your work hours.

Then, if there are any edits that need to be processed, you can easily add them to a time block as well. Color coding your tasks is also helpful to indicate whether they are meetings, deep work, or even breaks.

This method helps you stay on track, with visual reminders of the next task and when to take a break or transition.

5. Take advantage of more features in OneNote's Sticky Notes app



Microsoft has rolled out a new version of Sticky Notes directly in OneNote with the Windows 2024 update. This version has advanced options like syncing across devices. You can also pin notes directly to different windows and apps.

If you like the idea of using Sticky Notes to enhance your own productivity but find the default app lacking some essential features, then you should give OneNote a try.

You can add screenshots and automatically save your notes to the source. There's even a new keyboard shortcut (**Win + Alt + S**) that you can use to access it at any time.

With just a few tweaks, you can quickly transform Windows Sticky Notes from a basic note-taking app into an incredibly powerful productivity tool.

See also:

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