



VIDEO SUMMARY

Networked Note-Taking Tools

Resource person: Vicky Zhao | Educator and creator on clear thinking and personal knowledge management | Curated from Vicky Zhao

Networked Note-Taking Tools | Tools for Note-Taking | technology

Zhao presents Zettelkasten as a note system built from small, reusable units. Her three-stage workflow begins with fleeting notes that capture an idea before it disappears. Literature notes record one idea from a source in the learner's own words and retain the reference. Permanent notes develop selected ideas into clear, standalone statements connected to the existing collection.

Atomicity is central. A small note can be linked, rearranged and reused in several contexts. Writing for a future reader forces the author to supply enough context for the note to remain intelligible months later. Connections between notes can reveal patterns that isolated summaries or course folders hide.

The collection grows from the material. Notes accumulate, links are added and larger subjects emerge. Zhao also encourages adaptation across paper and software, one box or several and different retrieval habits.

For faculty, the useful routine is to process reading into claims that can support future teaching, research and writing. Capture ideas during the week, turn a small number into source-linked permanent notes and connect each with an earlier idea. The method's value comes from the thinking invested in the notes and links.