

AI-Assisted Work Notes

A lightweight personal system for daily work notes, meeting prep, reflection, and long-term memory.

Inspiration And Adaption

Why

- Bad & inconsistent note taker
- Tried different tools, e.g. Notion, Apple notes, ...
- None of it worked for me

Inspiration

- AI-Assisted notes: Inspired by a conference talk
- github.com/TimoBakx/ai-journaling-template
- Focussed on journaling & personal growth

Adaptions

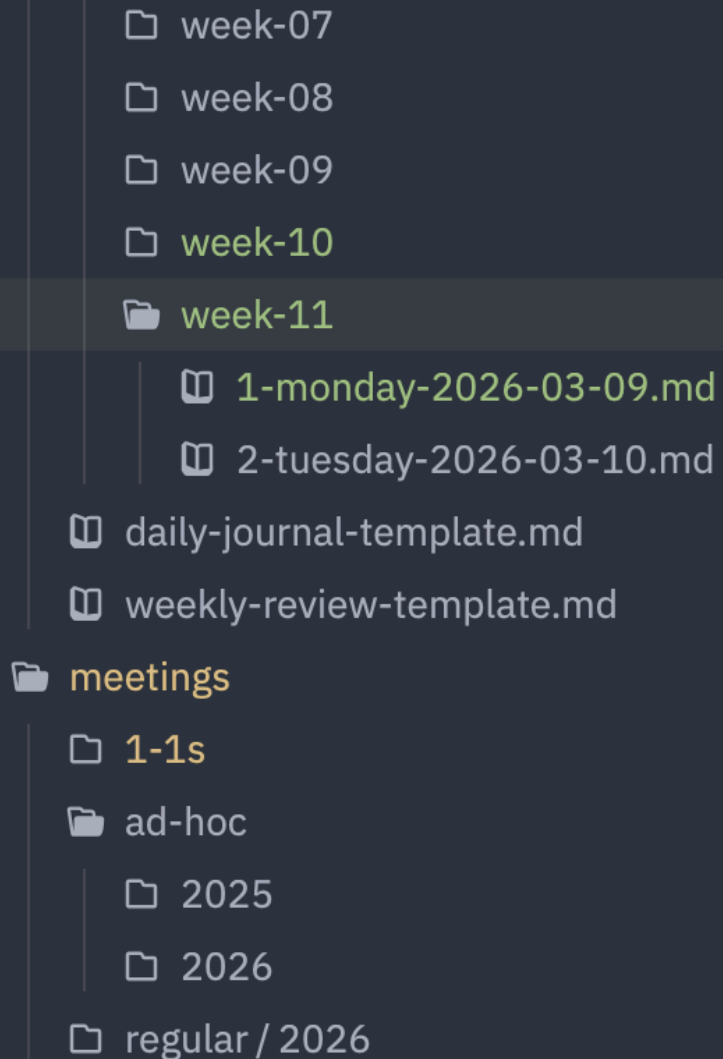
- Kept parts of the original file and folder structure
- Reduced the focus on personal coaching
- Increased the focus on structured note taking
- Optimized for
 - work context
 - follow-ups
 - meeting notes
 - reusable memory

A simple file-based system

- git repository
- markdown files

Repository layout

```
journal/[year]/week-[week]/[day]-[date].md
meetings/1-1s/[year]/[name].md
meetings/ad-hoc/[year]/[date]-[title].md
meetings/regular/[year]/[topic].md
notes/[year]/[date]-[title].md
projects/[ongoing|planned|done]/[name].md
```



What a day looks like

- `$start-new-day` skill
 - creates daily .md file based on template
 - tracks my time and work location
 - goes through recent notes and fills out follow ups
- Fill out daily flow section
 - capture facts
 - keep it short
 - link notes with more information
- `$end-the-day` skill
 - wraps up the day
 - take some time to reflect

```
# [DATE] - [DAY OF THE WEEK]

## Timetracking
- Start: [TIMESTAMP]
- End: [TIMESTAMP]
- Location: [OFFICE or HOME]

## Follow ups
- [ ] [ADD potential follow ups from the last journals, notes or meetings]

## 📅 Daily Flow - Events
*What really happened? Factual observations per time/activity*

## 🔍 End of Day - Reflection

### What I am proud of 🌟
*What went well today? What are you proud of - big or small?*

### Where did I fail 🙄
*What didn't go as planned? Where did you fall short?*

### Growth & Insights 📝
*Fill in together with AI Coach - patterns, skills, profile confirmations*
```

Where AI actually helps

- Starts a new day from a template and carries over relevant follow-ups.
- Prepares 1:1 agendas from recent journal entries, meetings, and project context.
- Keeps the structure consistent, helps with linking and formatting
- Drafts end-of-day and weekly reflections from the raw notes already captured.
- Can act as personal coach or sparrings partner if needed and wanted
- Summarizes topics across multiple entries, for example incidents, migrations, or recurring themes.

Where it failed for me

- It did not reliably replace my todo list.
- Chat interface does not work for live note taking during meetings.
 - But there are other tools for it
 - Transcript can be summarized and saved in notes

Thanks