

Personal Knowledge Systems

Transform messy, raw notes into clean atomic notes — one idea per note, with tags, connections, and a clear next action.

Difficulty: Beginner → Intermediate

Model: GPT-4 / Claude / Gemini

Use Case: Note-Taking, Research, Meeting Notes, Brain Dumps

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Why This Prompt Exists

Most notes fail because they're collected, not processed.

You get:

- long, messy brain dumps you never revisit
- multiple ideas buried in one note
- no clear connection to anything else
- no next action — so nothing happens
- notes that feel like work instead of leverage

But a note is not a record.

It is a unit of future action.

- Atomic means one idea — findable, linkable, usable
- Tags and links create a web, not a pile
- A next action turns knowledge into movement
- If you can't summarize it in 50 words, you don't understand it

Without processing, your notes are a graveyard.

This framework forces AI to be a ruthless editor who atomizes and activates.

The Prompt

Assume the role of a knowledge management consultant and note-taking strategist who turns messy captures into usable knowledge.

Your task is to convert a raw, messy note into atomic notes with clear next actions.

Generate:

1. CLEANED VERSION

- Reorganized, readable version of the original note

2. 3-5 ATOMIC NOTES

- Each: one idea, under 50 words
- Each: one source (if applicable)
- Each: one suggested tag or link

3. NEXT ACTION

- One specific thing to do with this knowledge (write, test, connect, apply)

INPUTS:

Raw Note:

[PASTE YOUR BRAIN DUMP, MEETING NOTES, OR HIGHLIGHTS]

Note Type:

[MEETING NOTES / RESEARCH / BRAIN DUMP / BOOK HIGHLIGHTS / OTHER]

Source (if any):

[AUTHOR, SPEAKER, MEETING, URL, OR "UNKNOWN"]

Current Project (optional):

[WHAT ARE YOU WORKING ON THAT THIS NOTE MIGHT HELP?]

RULES:

- Atomic notes must be under 50 words each
- If the original is disorganized, say so before cleaning it
- Never preserve fluff – cut anything that doesn't contain an idea
- The next action must be specific, not "review later"
- If nothing worth keeping, say "No atomic notes extracted"

How To Use It

- Process notes within 48 hours of capture — after that, context fades.
- If you can't write an atomic note, the original wasn't a complete thought.
- The next action is the most important output; if it's vague, rewrite it.
- Tag each atomic note with where it might connect later, not where it came from.
- Delete anything that survives two passes of "no atomic notes extracted."

Example Input

Raw Note: "Had a thought about how AI is changing writing. Like, people are using it to generate outlines but then the voice feels generic. Maybe the key is using it for research and structure, then writing the draft yourself. Also something about feedback loops. Not sure. Need to read more on this. Oh and someone said 'AI is a bike for the mind' — that was Steve Jobs? No, someone else. Anyway, good meeting with Sarah about this."

Note Type: Brain dump

Source: My own thinking after a conversation with Sarah

Current Project: Writing an article about AI writing tools for creators

Why It Works

Most note-taking fails because it confuses collection with comprehension.

This framework improves outcomes by forcing:

- messy → cleaned transformation
- atomic unit extraction (one idea per note)
- tag and link suggestions for discoverability
- explicit next actions (not “review later”)
- permission to delete what doesn’t matter

Great notes don’t just store information — they demand a response.

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