



Note Taking & Studying

19 Note Taking Suggestions

Regardless of which specific method of note taking you are using, these suggestions can be helpful.

1. Use key words
2. Use picture diagrams
3. copy material from the board
4. Use only one side of a piece of paper
5. Keep your own thought separate
6. Use a "lost" signal
7. Label, number, and date all notes
8. Use standard abbreviations and write a key for those abbreviations in your notes
9. Use blank space
10. Use graphic signals like brackets, circles and arrows to classify your notes
11. Use complete sentences when material is important
12. Take notes in different colors

Reviewing your notes:

13. Review your notes within 24 hours
14. Edit your notes during the first review
15. Fill in key words in the left-hand column if you are using the Cornell format.
16. Conduct short weekly review periods
17. Use your key words as cues to recite
18. Create mind map summaries of your notes
19. Conduct pre-class reviews

10 General Steps for Studying

1. Use a regular study area. This may help focus concentration
2. Don't get too comfortable
3. Use the library
4. Pay attention to your attention
5. Agree with roommates or family about a study time
6. Avoid noise distractions
7. Be aware of your best time of the day (and your worst)
8. Use waiting time (doctor's appointments, bus stop etc.) to your advantage - have short tasks ready on hand
9. Avoid marathon study sessions. Study for 3 hrs maximum and take a break every 50 minutes. This helps clear your mind and keeps focus strong.
10. Study difficult or boring subjects first. Save enjoyable subjects for later.