1. DAILY

Includes being active with the information sources of a class

**Notes**

- **Get organized:**
  - Choose from outline, bullets, mind mapping, narrative, Cornell, or note cards.
  - Use one notebook per course
  - Use a new page for each day of notes
  - Date each set of notes
  - Label each set of notes with the topic

- **Leave space:**
  - Leave gaps so you can fill in information later that you missed or are confused about

- **Practice:**
  - Do example problems and compare your solutions to the in-class example’s steps and results

- **Say it out loud:**
  - Repeat your notes out loud word for word or paraphrase information with a study partner

- **Color code:**
  - Use colored pens and highlighters to show important information

- **Create or draw:**
  - Mind maps, charts, and pictures

- **Predict**
  - Predict test questions according to how you are going to be tested

- **Reformat notes:**
  - Compare and combine test notes and and lecture notes
  - Rewrite notes, but don’t copy them; rewrite them into Cornell format
  - Identify areas for clarification

- **Before lecture:**
  - Get to class 5 minutes early and take time to review your notes and any questions you have about the material from the previous day

- **After lecture:**
  - Draw a line under your notes and write 2-3 sentences that summarize what concepts were covered and why they were important
  - Review you notes and indicate any areas that you do not understand
  - Write down any questions you have about content in your notes

**Texts**

- **Skim:**
  - For quick review look at objectives, summaries, pictures, bold terms, and headings

- **Preview:**
  - Read the intro/objectsives and summary
  - skim headings, pictures, and questions

- **Chunk it:**
  - Identify specific areas to focus on
  - Read for mastery (don’t try to read the entire chapter at once)

- **Question:**
  - Turn headings and objectives into questions

- **Read:**
  - Read for main points and key ideas, vocabulary, formulas, and concepts

- **Mark:**
  - Underline key works and phrases
  - Write notes in the margins

- **Use Post it notes:**
  - Use them to summarize important information

- **Map it:**
  - Create a mind map to show organization of topics

- **Outline:**
  - Create an outline using headings and include important details as you read

- **Reread:**
  - Reread your underlines and margin notes to look for key points

- **Integrate:**
  - Add important information to your lecture notes- use a color coded system to show the notes you added are from your text