### 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/objectives 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