### 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 your notes and indicate any areas that you do not understand
- Write down any questions you have about content in your notes

### 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