**TIPS FOR TAKING NOTES:**

**Find what works for YOU**
- If you need to, mix ‘n match styles from the following guide.
- Find the right tools - experiment with notebooks, digital apps, and routines.
- Color coding can help you stay organized. Play with color!

**Use your resources**
- Think Tank, thinktank.arizona.edu
- Disability Resource Center, drc.arizona.edu
- Courses in Common, bit.ly/commoncourses
- SALT Center, salt.arizona.edu
- Study groups
- Chegg

**USING YOUR NOTES:**

**Schedule 15 minutes a day to:**
- Read your notes
- Reorganize/clarify information
- Highlight questions you have or concepts for further review
- Make a plan to study or meet with your professor
OUTLINING METHOD

1. Outlining is a process of taking notes in chronological fashion
   a) May rely on numerals, letters, or bullets

2. This is one of the most common methods of taking notes

3. Easily supplements information that includes diagrams
   (e.g. math or science formulas)

\[ \log_b(xy) = \log_b(x) + \log_b(y) \]

PROS:
Simple way of taking notes based on information presented
Effective in presenting chronological information

CONS:
Does not visually represent complex concepts