**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
Ways to take notes

Cornell Method

RECALL, ?s, KEY CONCEPTS
This box is space to write down questions you might have, highlight key concepts or vocabulary, or practice your recall.

NOTES
This method is designed to help you visually pull out information from a traditional note-outline.
Take notes however you want in this space – draw, outline, map, etc.

A
B
C
D

• A AND B IMPACT C
• C IMPACTS D

The Cornell Method

Pros:
Encourages recall and synthesis of concepts
Visually helps pull out questions and key concepts

Cons:
Need to draw out, which may feel tedious

Summary
Synthesize major takeaways here
WAYS TO TAKE NOTES

CORNELL METHOD TEMPLATE

<table>
<thead>
<tr>
<th>RECALL, ?s, KEY CONCEPTS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
OUTLINING METHOD

1. Outlining is a process of taking notes in chronological fashion.
   1.) 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.

WAYS TO TAKE NOTES

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OUTLINING METHOD

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- Simple way of taking notes based on information presented.
- Effective in presenting chronological information.

CONS:
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WAYS TO TAKE NOTES

OUTLINING METHOD TEMPLATE
WAYS TO TAKE NOTES

MAPPING METHOD

**PROS:**
Visually represents complexities and connections between topics
Can break concepts down into simpler components

**CONS:**
Can appear messy or take up space
WAYS TO TAKE NOTES

MAPPING METHOD TEMPLATE
WAYS TO TAKE NOTES

BOXING METHOD

**PROS:**
- Visually chunks concepts together, which can help with forming associations
- Can represent unique associations between particular concepts across boxes

**CONS:**
- Can take up space or feel inflexible

**POINT A:**
- sub a
- sub b
- sub c

**POINT B:**
- sub a
- sub b
- sub c

**POINT C:**
- sub a
- sub b
- sub c

**POINT D:**
- sub a
- sub b
- sub c

**POINT E:**
- sub a
- sub b
- sub c