

# Where are you taking your notes?

## Advantages of a 3-ring binder:

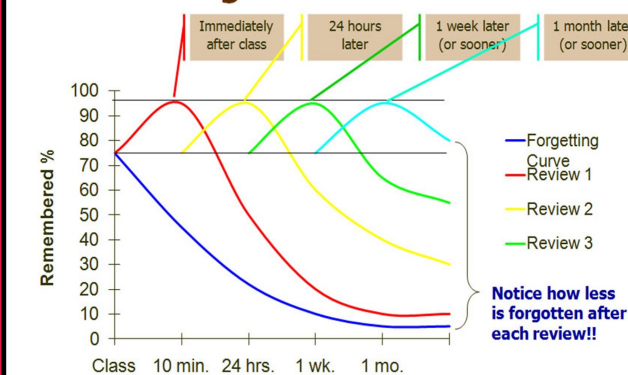
- Notes easily inserted or removed
- Supplemental course papers easily added
- Dividers used to separate topics or chapters
- Most have inner pockets to store materials
- Try technology—**Evernote** or **Fetchnotes** are apps for your computer or smart phone that can help you take and organize your notes!

Still having trouble? Set up an appointment for 1-on-1 coaching with our academic success coaches through MyPLAN!

**First-Year Experience  
and Transition Programs**  
Love Library South 127  
Phone: (402) 472-1880  
[success.unl.edu](http://success.unl.edu)

## Why is reviewing so important?

### Overcoming the Curve



Without continued practice and rehearsal, information is lost. The way to overcome the curve is to continue to review and think about the material from the time it is introduced until you are tested over the material. With each review, more of the material is solidified in your long term memory.



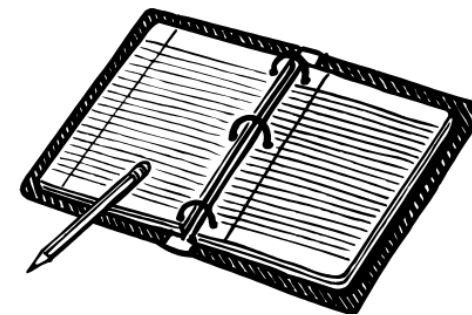
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## First-Year Experience & Transition Programs

From the FYE & TP Academic  
Success Workshop Series:

# Note Taking



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## Why is note taking important?

Studies have shown that information during lectures is the number one source of test questions (and answers) on college exams. In addition, note taking is used heavily in a work setting.

### There are 3 important steps in note taking:

1. Observe
2. Record
3. Review

### Observe

9 things to watch/listen for:

- 1) Main points
- 2) Key words—first second third
- 3) Anything on the board or power point
- 4) Visuals
- 5) Repetition
- 6) Pauses
- 7) Anything read directly from the notes
- 8) Tone of voice/Level of excitement
- 9) Obvious clues—this will be on the test

## Record

### The Cornell Method

- ⇒ Take notes on the right side of the paper
- ⇒ Use the left hand column during review to write key words
- ⇒ Use the bottom of the page to write summaries
- ⇒ Write on only one side of the paper

Key Word Column	Notes
Three Steps	Three Steps of Note Taking
	Observe
	Record
	Review
Summary	

### Outline

1. Three Steps of Note Taking

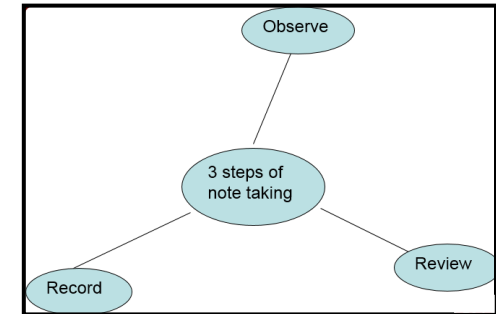
- A. Observe
- B. Record
- C. Review

### Key Word

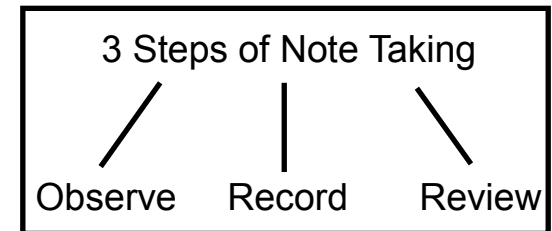
3 Steps

- Observe
- Record
- Review

## Mind Map



## Flow Chart



## Review

- ASAP, but within 24 hours
- Edit notes
- Fill in gaps
- Fill in the key word column
- Write a summary
- Write any questions you have
- Create a visual