
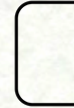





NOTE-TAKING CHEAT SHEET

ABBREVIATIONS

- therefore: ∴
- because: b/c
- with: w/
- without: w/o
- in relation to: irt
- and: &
- government: govt
- especially: esp
- example: ex
- per: /
- at: @
- section: §
- about/nearly: ~
- about/regarding: re
- important: ☆ or *
- leads to: →
- increases, decreases: ↑ ↓

QUICK FIXES

1. **Instead** of copying large blocks of text into your notes word-for-word, **try** paraphrasing large chunks of text into smaller, digestible sentences that capture the main idea. 
2. **Instead** of drawing very detailed diagrams during lecture and falling behind, **try** marking a box of space to draw in the diagram later and continue following along with the professor. 
3. **Instead** of highlighting everything to the point where highlighting isn't effective anymore, **try** highlighting key questions, main ideas and vocab words or important equations. 
4. **Try** writing headings in a bigger font or different color so they are easy to find when you are going back and looking for certain topics. If you use a computer or tablet for notes, you can search for the heading name to find it easily later. If you use a notebook or binder, use post-it notes or stickies to mark where new chapters or topics begin. 
5. **Instead** of only reviewing notes right before a test, **try** going back through your notes each night so that you don't forget everything. Sometimes it's hard for the brain to register everything during a fast-paced lecture, so this gives it a chance for information to sink in. 

STYLES

- **Outlining Method**
 - good for lengthy lectures and readings
 - works well with both typing and handwriting
- **Cornell Method**
 - Good for organizing into summaries and key points
 - Use as effective study/review material
- **Mind Mapping Method**
 - Very visual and abstract, best for handwriting
 - Draw out ideas and connect them
- **One-liner Method**
 - Paraphrase bulky information, good for reviewing
- **Charting Method**
 - Makes a good cheat sheet, set up takes prep
- **Slides Method**
 - laptop or tablet are conducive
 - easy to do during class, may not help your brain retain the most information
- **Boxing Method**
 - Categorize info into boxes, keep content organized and easy to find
- **Flowchart Method**
 - Perfect for detailing sequential events and patterns