

Becoming a Notetaking Ninja

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CENTER *for*
ACADEMIC ACHIEVEMENT

EAST TENNESSEE STATE UNIVERSITY

Why take notes?

- Effective notetaking:
 - Keeps you body and brain active, alert, and involved
 - Engages your mind with the material and speaker
 - Organizes information into chunks our brain can digest
 - Emphasizes what is important and how information is connected



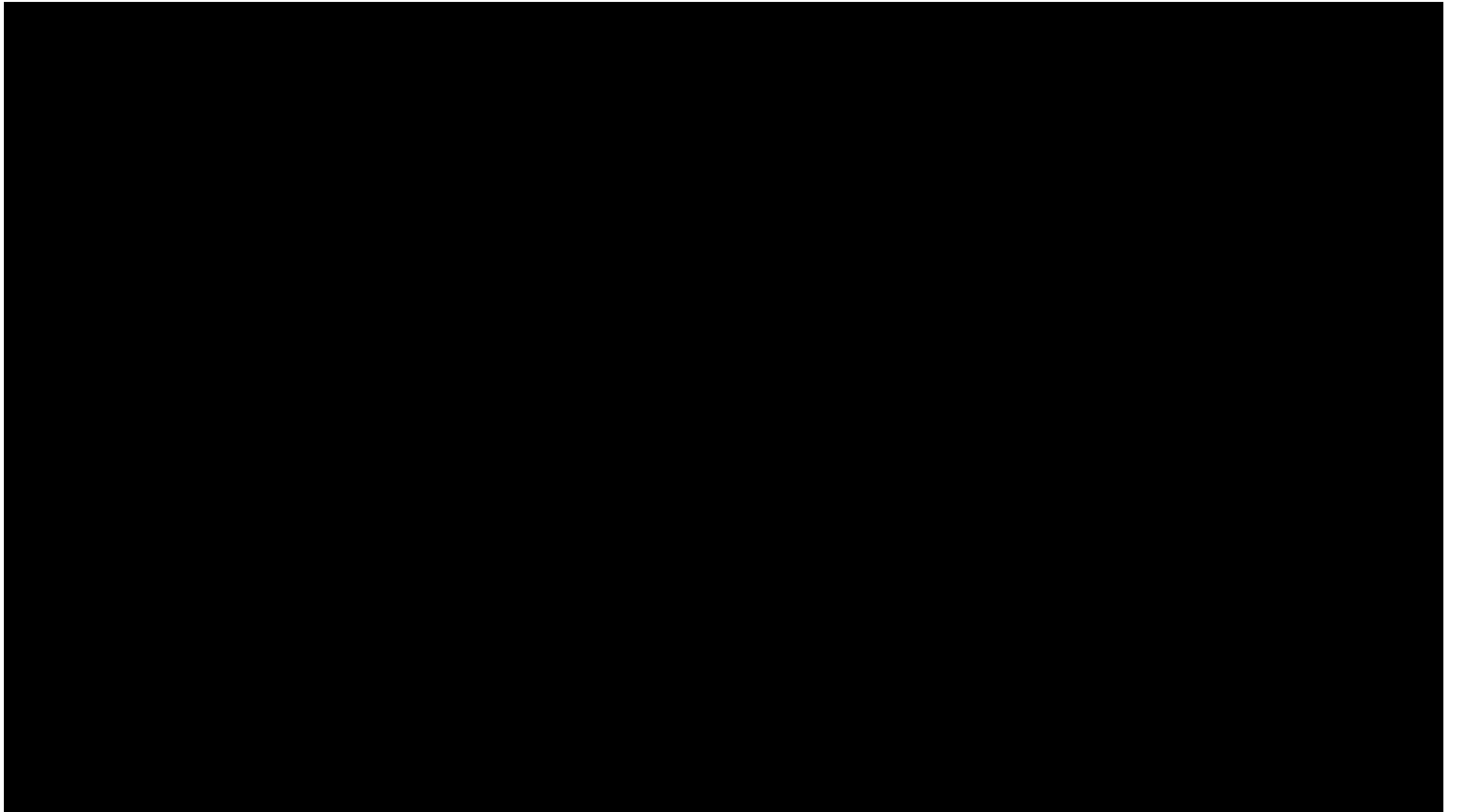
Ninjas are always alert and listen to understand.

Focusing Your Attention

- Eliminating distractions
 - Electronics, phones, doodling, playing with hair, picking fingernails, looking out the window, etc.
- Focus on the present
- Train yourself to re-focus your attention

Active Listening

- Hearing ≠ Listening
- Making a conscious decision to listen to and understand the message of a speaker
- Eye contact, smiling, nodding, posture
- Thinking about what is being said
- Explaining ideas to yourself in your own words as you go along to ensure understanding



Monkey Business Reflection

- Selective attention...we see what we are looking for (and not much else).
- What are you looking for during class?
- What might you be missing?

Ninjas are always prepared.

- You need to prime your brain.
- It can be tough to take good notes when you don't know what the lecture will be about.
- To get an idea of the big picture:
 - Complete the assigned readings before class.
 - At least skim them so you can get an overview!
 - Scan through PowerPoints or lecture notes before class (if provided).
 - Look up a 2-3 minute video of the topic scheduled to be covered that day.

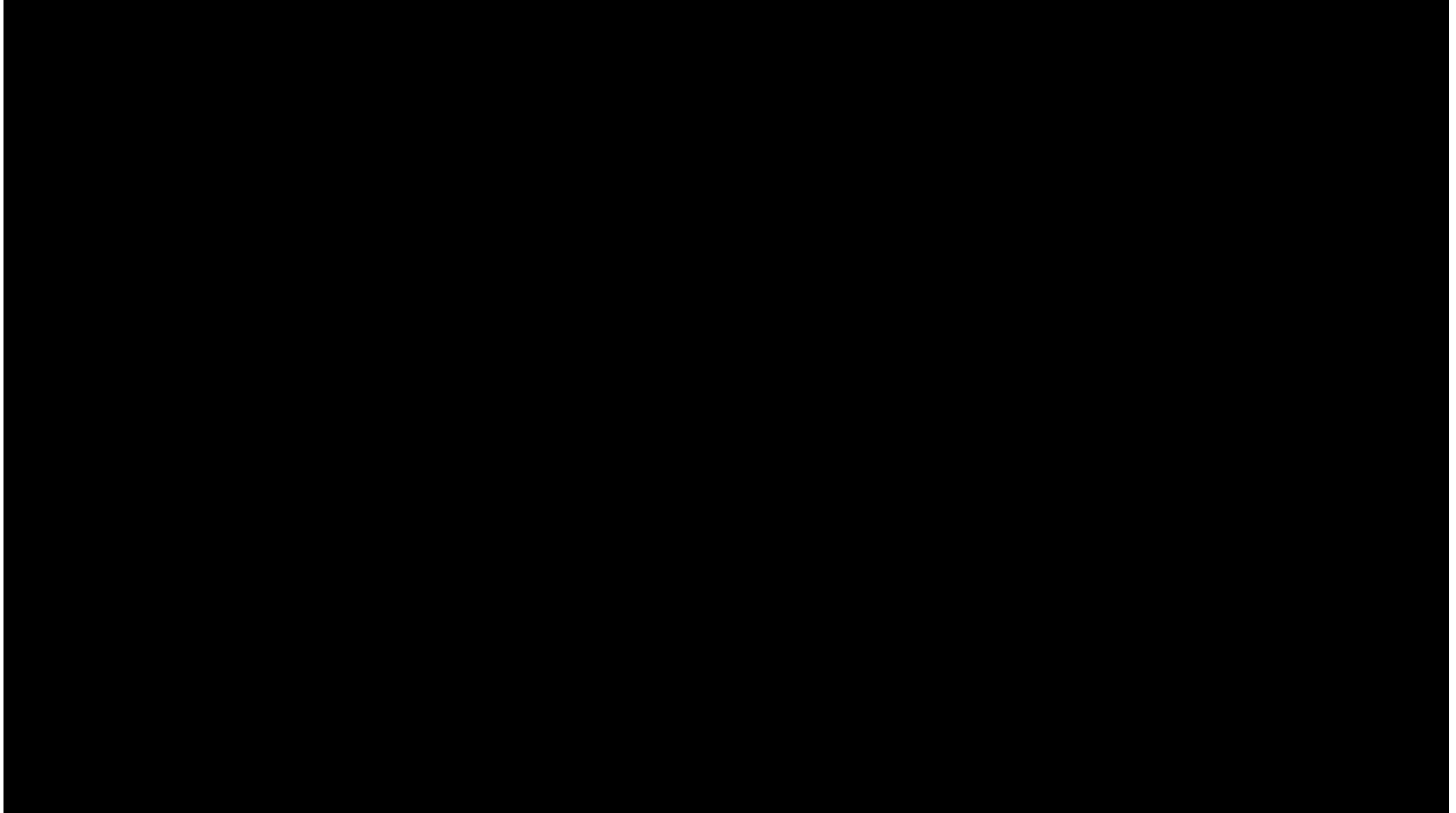
Ninjas have the wisdom to see what is important.

- How do I know what is important enough to write down?
- This is where having an idea of the “big picture” of what the lecture will cover will come in handy. Skimming, at minimum, is essential for preparing to take notes.
- In general, you should include:
 - Anything your professor writes down/draws
 - Anything your professor says is important/will be on the exam
 - Questions your professors asks
 - Nouns, key terms, definitions, names, dates, steps in a process
 - Examples

Ninjas are strategic and effective.

- The goal of taking notes is NOT to write down every single thing your professor says.
- Taking good notes will help you:
 - Remember the lecture.
 - Understand the material.
 - Maximize your time spent in class—learn the material while in class so you don't have to study as much outside of class!
- Using a consistent strategy will help you know what to do, what to expect, and where to look for information.

Take Notes!



Outline Method

Page #: 1 of 1

Date: March 12, 2012

Class Topic: How to Outline Notes

1. The first line is reserved for each topic or idea and is general
 - a. This concept always applies to the level above (I)
 - i. This concept always applies to the level up (a)
 - ii. This is a second supporting piece of information equal to (i) to support (a)
 - iii. This is also equal to (i) and (ii) to support (a)
 - b. This concept applies to the concept (I) and is equal to (a)
2. You do not have to use Letters, Numbers or Roman Numerals – the hierarchy is enough
3. Advantages
 - a. Well organized
 - b. Records relationships/content
 - c. Reduces editing and easy review by adding main points into questions
4. Disadvantages
 - a. Need to pay close attention during class
 - b. Does not always show sequential relationships
 - c. Doesn't work well for quick paced lectures

Plant Germination

Conditions needed

1. Water → won't grow in the supermarket
2. O_2
3. The right temp → won't grow in fridge/winter

Stages

1. food in the seed
 2. roots grow ↓
 3. shoots grow ↑
 4. green leaves → food → photosynthesis, (sunlight & CO_2)
- } geotropism (sensing gravity)



Cornell Method

Cornell Two-Column Notes	
Keywords:	Notes:
	Types of Matter
Solids	I. Solids A. Have a definite shape B. Have a definite volume
Liquids	II. Liquids A. Do not have a definite shape B. Have a definite volume
Gases	III. Gases A. Do not have a definite shape B. Do not have a definite volume
Summary: (Insert summary of lecture after class.)	

Name: Mrs. Simpson
Date: April 2, 2018

Skill or Standard for focus / Objective: The standard, skill, or learning objective for the lesson goes in this box!

CORNELL NOTES

CUE COLUMN

This section should include key words or phrases as well as vocabulary terms and potential exam questions.

This column is for the:

WHAT'S
WHO'S
WHEN'S and
WHERE'S

You might say this column is for the WHY's and How's with some of these guys thrown in!

NOTE TAKING COLUMN

This section of your page is dedicated to lesson time and in-class note taking. You might want to include:

- main points
- diagrams, graphs, sketches, drawings, or charts
- Bullet points
- Concise sentences
- Shortened abbreviations/symbols / paraphrasing

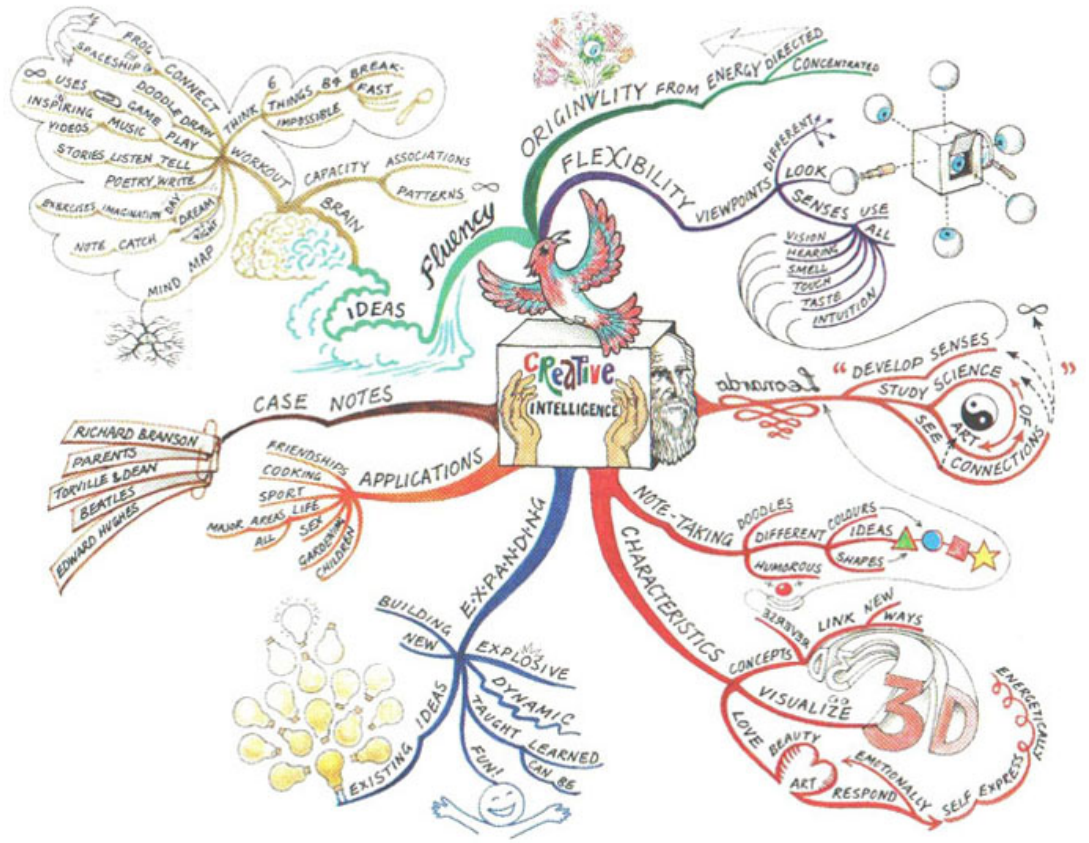
Also try to leave lines between points so you can go back in and add any brief notes you may have missed. This extra space will also give you a sense of clarity.

You don't have to use a ruled line version- try one with a blank note taking section to experiment with mindmapping or doodles- whatever tickles your fancy. Make it personal!

SUMMARY SECTION

This section should be written last! It should also only really contain a basic condensed summary of your notes in the cue column and important details of your main notes. It is used to quickly find and digest info later.

Mind Map Method



Flow Method

Flow-Based Note Taking

Here are a few examples of flow-based notes I took from two business courses. I took these during my class but you can retake your normal notes in a flow format after the class.

Simple Price

Every Model has both

Primal

Link Ideas to Images

gives results in terms of the amount of profit gained

Dual

Break Down Long Explanations Into Simple Diagrams

gives results in terms of the value of constrained resources used to earn profit

Canonical Form

when maximizing: all \leq

when minimizing: \geq

Primal and Canonical

maximize $Z = 160x_1 + 200x_2$

subject to

$3x_1 + 4x_2 \leq 120$

$12x_1 + 18x_2 \leq 216$

$24x_1 + 12x_2 \leq 240$

$x_1, x_2 \geq 0$

Dual (not completed)

minimize $Z = 9y_1 + 24y_2 + 24y_3$

subject to

$3y_1 + 12y_2 + 24y_3 \geq 160$

$4y_1 + 18y_2 + 12y_3 \geq 200$

$y_1, y_2, y_3 \geq 0$

Link Ideas With Arrows

Profit Balance

- Go straight to COGS → Easy, but inaccurate → use when balance isn't significant
- Apply to accounts based on ending balances
- Apply to accounts based on the actual MOH used in each remaining account.

FF

WIP

COGS

MOH (based on proportion)

FF

WIP

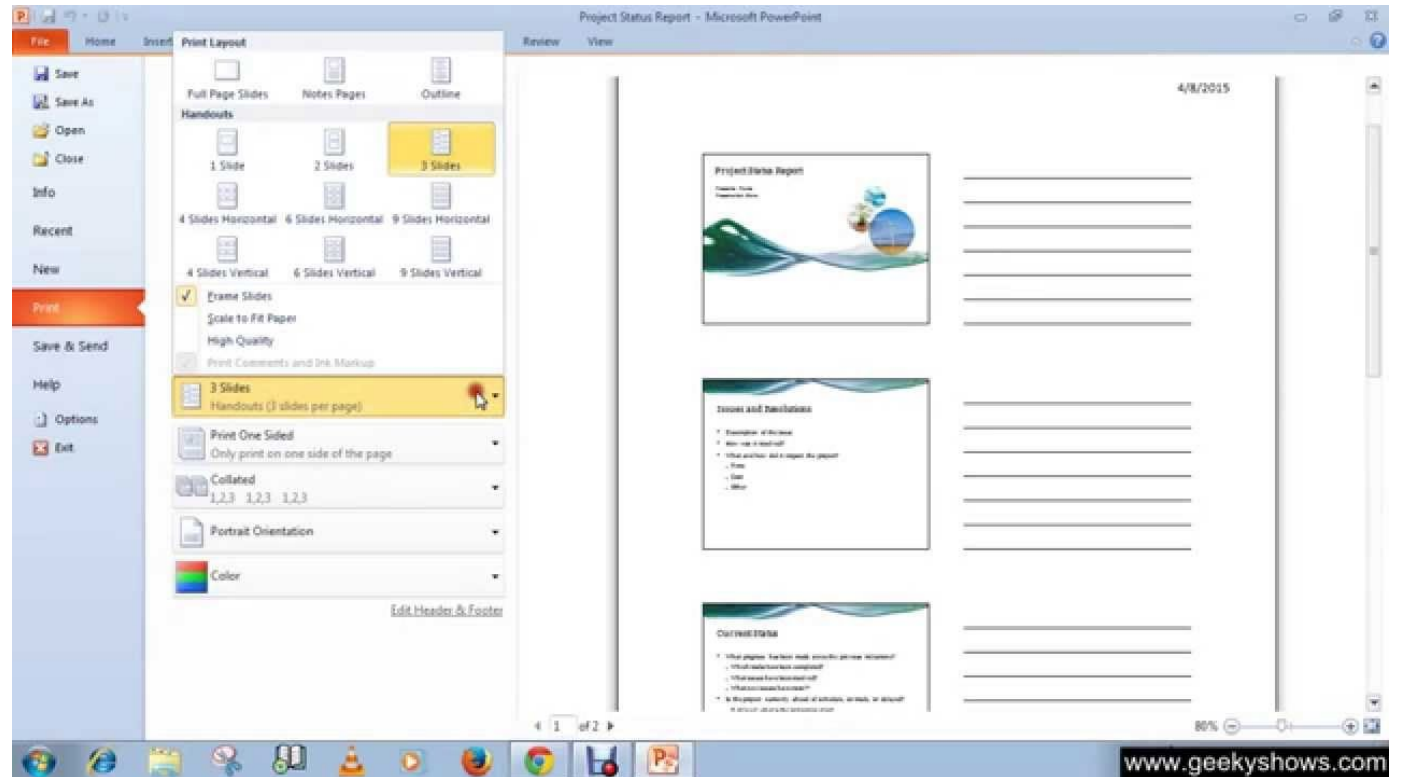
COGS

MOH

Link Ideas With Arrows

Write on the Slides Method

- In PowerPoint, go to File → Print → Settings
- Choose 1 slide with notes or 3 slides with notes



Ninjas frequently practice their skills.

- I took notes...what do I do with them?
- ASAP after class, do something with your notes.
 - Elaborate
 - Reorganize
 - Re-write (type if you must)
 - Color code
 - Highlight, bold, underline...meaningfully, not everything.

Ninjas see the wisdom in teamwork.

- Pair up!
- Working with a partner, review each other's notes.
- Combine your notes into a “super set” of notes. (3 minutes)
- Using your “super set” of notes, reorganize, elaborate, and format them in a way that is appealing to you. (2 minutes)
- Share your notes with a partnering group. (2 minutes)

Ninjas do what works.

- Research suggests handwritten notes contribute to success.
- If possible, print slides/class notes beforehand.
- Get fun supplies to make notetaking/working with your notes less painful.
- Collaborate with classmates.

Ninjas practice often, for short periods of time, and test their skills.

- Combine information from all your sources into one organized study guide.
 - Textbook notes
 - Images, charts, diagrams
 - Lecture notes
 - Those written by you and those provided by your professor
 - Supplementary material
 - Articles, videos, handouts, etc.
- Start reviewing your notes the same day you take them, and review them once a week until your exam.
- Use your notes to quiz yourself!

What are your takeaways from this session?

