Note-Taking & Organization

The Cornell Note-Taking System

Use Cornell Notes for any subject while taking notes during lecture or for textbook reading. Fold the page between the cue-column and note-taking column for instant flashcards to review.

2.5 inches	6 inches
Cue Column	**Note-Taking Column**
This is where you'll record your questions and cues.	1. Record: During the lecture, use the note-taking column to record the lecture using telegraphic sentences. 2. Question: As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meanings, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later. 3. Recite: Cover the note-taking column with a sheet of paper. Then, looking at the questions or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, facts, or ideas indicated by the cue-words. 4. Reflect: Reflect on the material by asking yourself questions, for example: "What's the significance of these facts? What principle are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?" 5. Review: Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.
2 inches	**Summary Box** After class, use this space at the bottom of each page to summarize the notes on that page. Don't forget to add a page number too!

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

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 expirment with mindmapping or doodles - whatever tickles your fancy. Make it personal!

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

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.

Name:	Topic:
Class:	
Date:	

Cues & Questions:	Notes:

Summary:

Note-Taking & Organization

Concept Maps

Concept maps are spider web-like diagrams used to organize information about a concept or topic in a hierarchical manner. The concept or topic is written in the center or top of the map and related words or phrases are written on rays extending from the topic. Concept maps also go by the name of clusters and webs.

When to use Concept Maps?

Concept maps are used to organize information either during or after learning has occurred. They are often used to visually depict connections in a unit of study or across curriculum. In writing, concept maps can be used to organize ideas before beginning to write. In a unit of study that extends for a long duration of time, concept maps can be used for note-taking as the connections unfold.

Why you should use Concept Maps

Concept maps help you to make sense of the content you encounter during both firsthand experiences, like in-class lectures and through reading or assignments. Placing the information in hierarchical order brings together visual and verbal learning paths to help you remember more.

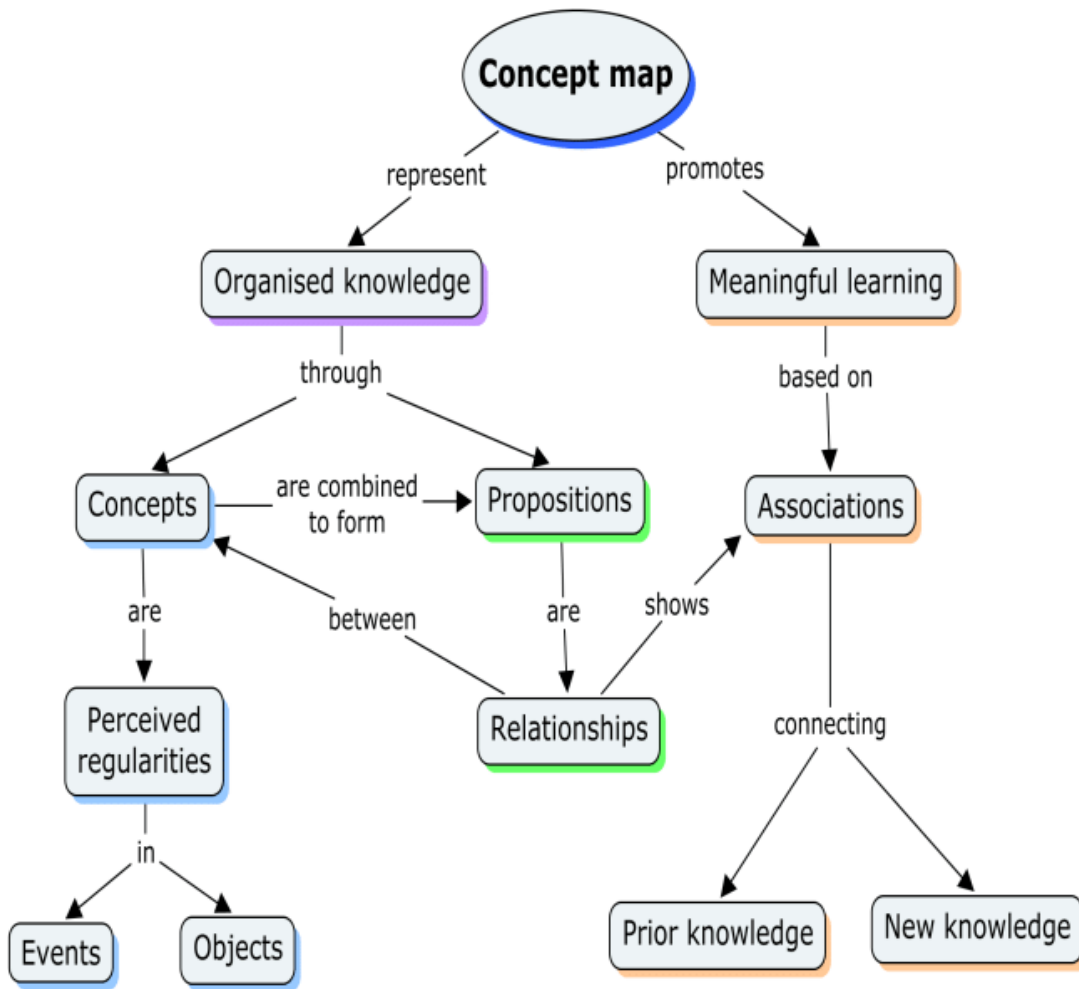### How to Develop a Concept Map for Writing Papers

- Write the name of the topic or concept in the center or top circle/box on a sheet of paper. Brainstorm as many words and phrases as you can think of that relate to the concept.
- Select the words and phrases from your list that connect to the concept or other words that were listed.The selected words are written in other circle/boxes that are attached to the center circle/box by rays.
- Branch off of these circles/boxes with more specific words that relate to the concept or topic.
- The order should go from general in the center of the map to more specific.
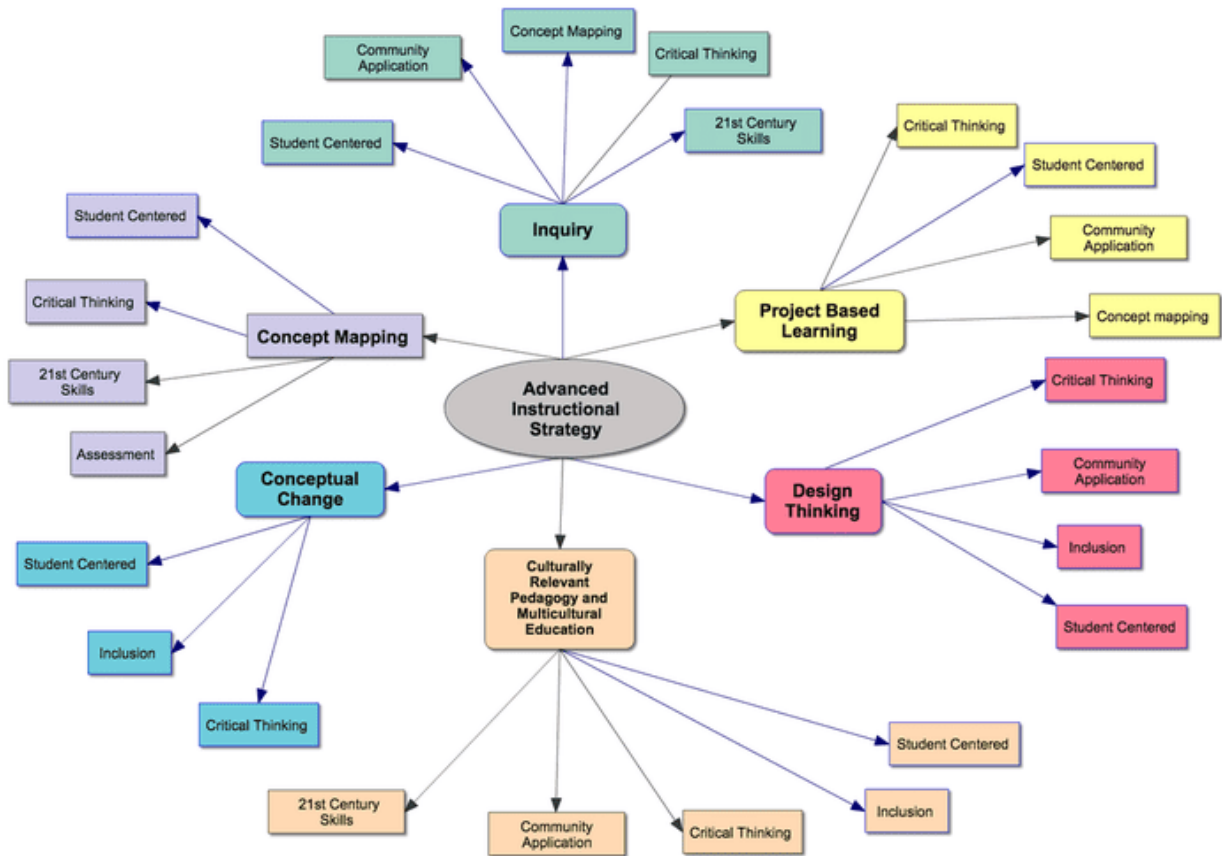
How to Develop a Concept Map for Studying Content

- Write the key idea or main topic of the content to be studied in the center or top circle/box on a sheet ofpaper. Brainstorm as many words and phrases as you can think of that relate to the concept.
- Select the words and phrases from your list that connect to the key idea or main topic that was listed.Order your secondary boxes in a way that makes sense for the subject.
- Branch off of these circles/boxes with more specific words that relate to the concept or topic.
- The order should go from general in the center of the map to more specific.

How to Develop a Concept Map for Studying Content

See the example concept map on the next page. Create your own concept maps by hand with colors, or try digital tools within Microsoft and Google Suites using shapes and text or with an online mapping tool such as XMind or Mindmap.apps

Note-Taking & Organization

Concept map

represent

promotes

Organised knowledge

Meaningful learning

through

based on

Concepts

are combined to form

Propositions

Associations

are

between

are

shows

Perceived regularities

Relationships

in

connecting

Events

Objects

Prior knowledge

New knowledge

https://www.researchgate.net/figure/Concept-map-about-concept-maps_fig7_311468355

Concept Mapping

Community Application

Critical Thinking

Student Centered

21st Century Skills

Inquiry

Critical Thinking

Student Centered

Community Application

Concept mapping

Project Based Learning

Student Centered

Critical Thinking

21st Century Skills

Assessment

Concept Mapping

Advanced Instructional Strategy

Critical Thinking

Community Application

Inclusion

Student Centered

Design Thinking

Student Centered

Inclusion

Critical Thinking

Conceptual Change

Culturally Relevant Pedagogy and Multicultural Education

Student Centered

Inclusion

21st Century Skills

Community Application

Critical Thinking

http://tssedumap.weebly.com/concept-mapping.html

Speed Study Diagrams

Use speed study diagrams to categorize relevant data from subsections of your class content. This review method is helpful when studying for tests to quickly determine what pieces of content connect to another piece. You can even fold your paper on the column lines to hide information and quiz yourself.

How to Create a Speed Study Diagram

Categorize based on the subject matter. For example in history you may have people, places, dates, and events you need to recall, give each of them their own column. In science you may need to know which formulas are related to which biological processes and how.

Examples

History Example

Date	Place	People	Event
July 1-3, 1863	Battle of Gettysburg Gettysburg, PA	Union- General Meade Confederate- General Lee	Turning point of the Civil War Most costly battle in US history

Literature Example

Character	Key Traits	Turning Point	Result
Juliet Capulet	Star-stuck, impulsive (far less than Romeo), thinker, cautious	Escapes to marry Romeo, fakes death	Wakes up after Romeo is dead, kills herself out of grief
Romeo Montague	Persistent, outgoing, impulsive, sincere	Kills Tybalt (Juliet's cousin) and is banished	Finds Juliet & believes she is really dead, takes his own life

Science Example

Formula	Basic Overview	Detailed Overview
$C_6H_{12}O_6 + 6O_2 \rightarrow 6CO_2 + 6H_2O + energy$	Breakdown of glucose to produce energy	Each sugar molecule is broken down through series of chemical reactions. Chemical energy is released from the bonds in the monosaccharide, and synthesizes high-energy adenosine triphosphate (ATP) molecules

Math Example

Histogram v. Scatter Plot	Correlation	Regression Line
Histogram: Displays distribution of 1 variable Scatter Plot: Displays joint distribution of 2 variables -Indicates knowing one variable helps in predicting the other -Linear Association -Points "swarm" about aline	Analysis: Measures strength of linear Association. Association is NOT causation Correlation Coefficient (r): Measures linear assoc. *Negative Correlation -- slants left; high values of one with low of other -1 = perfect neg. cor.* *Zero Correlation -- no real pattern; no value assoc.* *0 = no linear relationship* *Positive Correlation -- slants right; high values of one with the other* *1 = perfect pos. cor.*	Line of least squares Helps predict y from x Falls on a line but not the SD line

Note-Taking & Organization

SMU Student Academic Success Programs

Note-Taking & Organization

Organization Strategies

You don't have to become rigid to become more organized. You simply set up a framework of order that lets you function without getting tangled up in undone tasks. Organization means you do things for a good reason, at the best time for you, in the easiest way, to get the results you want.

Setting up an organizational system is like installing an electrical circuit in a house. It takes time and effort to set up the system, but once it's done, all you do is flip a switch and things happen!

Ask yourself some questions and check "yes" or "no"

for each	*Yes*	*No*
Do you feel worried about what you have to do?	_____	_____
Do you feel guilty about what doesn't get done?	_____	_____
Do you often rush to meet deadlines?	_____	_____
Do you seem to be dealing with one crisis after another?	_____	_____

Are these negative experiences making life less enjoyable? Organizing could help.

When setting up your own organization system, remember...

There are four elements of organization: a sense of place, a sense of time, a sense of order, and a sense of priority. The techniques below address these four elements and have helped many students to get organized. Look them over and star the ideas that you may find helpful. Then begin to use them today. The best time to organize is now!

Organize your Physical Space

Separate courses to make them more manageable
- Use a small 3-ring binder for each course or divide one large binder with color-coded dividers.
  - Get a 3-hole punch and file all papers for each course in the correct section: syllabus; a list of assignments; lecture notes; handouts; rough drafts of papers; returned tests, quizzes, and papers.
- Utilize spiral notebooks and folders of the same color for different classes.
  - Take all your science notes in your GREEN notebook and put all class papers, assignments, and returned work in a GREEN folder
  - Write all your literature lecture notes and brainstorm for papers in a BLUE notebook and put all printed papers, edited papers, and reading notes in a BLUE folder

Make a new daily habit
DATE every piece of paper, LABEL it with the course name or topic, hole punch and place in your binder(s) or place in the correct color coded folder. Include lecture notes, handouts, assignment information, plus returned tests, papers, homework or quizzes.

Before an exam, your test preparation kit will be complete, organized, and ready to use. You'll never waste time hunting for a review sheet the night before a test.

Set up a simple filing system for important academic documents… for example:
1. your current schedule of classes
2. tuition/room and board bills and receipts
3. all financial aid information and records
4. print outs of all grade reports from the registrar (mid-semester and final grades)
5. all advising and registration records (planned schedule, add/drop forms, degree progress reports,incompletes, transcripts, etc.)
6. the SMU catalog for the year that you entered; save this, because you are bound by the graduationrequirements of that year

Use the same method for important personal information:
1. bills (credit cards, gas cards, etc.)
2. receipts (bookstore, credit card purchases, etc.)
3. if you have a car, a folder for insurance, maintenance records, inspection, warranties, parking permits
4. if you have a job, a folder for work schedules, tax documents, etc.
5. for each campus organization you belong to set up a folder to hold information on activities
6. if you live in a residence hall, a folder for information on policies, floor meetings, events & contact info
7. if you live in an apartment, a folder for your lease, information on policies and amenities, etc.

Handle mail effectively
It's best to handle things immediately if possible, but if it needs to wait, follow this system:
As you open your mail, mark it with the DUE DATE of a bill or a form to be completed, then put it in a "to do" folder. Once a week, take a few minutes to PULL and pay all bills due next week, or to complete that financial aid form or internship application.

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Organize your Digital Space

To be effective in work, school, and our personal lives digital space requires organization too. Academically, you'll use your digital workspace to complete assignments, do research, read textbooks and class materials, and communicating with peers and professors. Outside of school, your digital workspace is also used for purchases, bill-paying, entertainment, and communication.
Organizing this workspace will save time and effort down the road.

Develop a logical file structure and place these folders on your desktop
These should include a folder for each Course, one for social activities (such as clubs and organizations), and one for business/household use (PDFs of credit card statements, utilities bills, etc.).

Create sub-folders as needed
In course folders, it may be a folder for each assignment, or a folder for exam review. A research folder that contains articles you have read. Similarly, create folders for each club or organization, and one for each household necessity such as leasing information, utilities, or insurance.

Be diligent
Deal with digital material as soon as you get it. Documents can easily be lost, leaving you to search for the latest version of a paper or assignment.

Only use SAVE AS
This will allow you to make choices of where a document goes rather than having it save to some default folder.

Use VERSIONING effectively
When you are working on an assignment or paper, it is easy to suddenly find you have multiple versions of the same document, and this could lead to confusion, and the loss of good work. Name documents consistently. Create a system and stick to it.
Instead of just naming an assignment "HDEV1210 – assign 1 – reflection" you can include a date, version number, or stage of the process for the assignment. Alternative names for assignments could include:
- HDEV1110 – assign 1 – INSTRUCTIONS
- HDEV1110 – assign 1 – BRAINSTORMING
- HDEV1110 – assign 1 – EDITING
- HDEV1110 – assign 1 – FINISHED TO REVIEW
- HDEV1110 – assign 1 – SUBMITTED

At the end of the semester…
Create a new folder and archive all your course folders there to reduce clutter in your file storage system.

Handle e-mail effectively
Just as you did with physical and computer files, create email folders and sub-folders for Courses, Social Activities, and Business. When bills come in, mark the due date on your computer's calendar, and then move it to the correct folder. Every day, take a few minutes to sort and delete unwanted email, and file away messages you want to archive. Remember- you can also create rules so certain types of emails automatically go to a certain folder!

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Helpful Habits to Stay Organized

Organize your room, especially if you plan to study there

Disorder is a powerful distraction that can prevent concentration. Clear your desk of everything except what you are working on, and clear your visual field (what you see when seated at your desk) so you see only study-related objects. Keep posters, photos, souvenirs, etc. out of sight and thus out of mind. Have at hand all the tools you need, including dictionary, thesaurus, and calculator. (Avoid studying on your bed! Not sure why? Feel free to ask!)

Locate and regularly use an ideal study location

Our brains are powerful and a consistent schedule helps keep us organized and on track. If our brain feels consistent with our study schedule and location, it will be more consistent with other aspects of our lives as well.

While you may be able to deal with easier tasks among the distractions of your room, difficult study may demand a better setting. Where you study may be as important as how long you study. Working on intellectually challenging material in distracting conditions can take 2 to 3 times longer than in ideal study conditions. That means you could cut your study time by 1/2 to 2/3 simply by finding -- and using -- the right location.

Research indicates that students who regularly study in the library earn better grades, perhaps because being surrounded by others who are working can help you get started and keep going. If your first choice is to crowded or just not working, search until you find a place that works for you. The habit of studying consistently in one place also builds up an association of that place with concentrated work; you'll settle down quickly in the place where you regularly study.

Minor disasters can be anticipated and avoided

- When you're under pressure, day to day life can destroy the best plans. Here are tips from other busy students:
- Keep keys and I.D. together on a big key ring, too large to overlook.
- Keep money available through your student ID.
- Make sure that you have activated your ID so that you can make copies, check out library books, etc.
- Make sure that you have funds loaded to your printing account.
- On hectic days, make a list of what you need to do and of what you need to have with you; post it on your door, check it before you leave, and take it with you to check off tasks as you complete them.
- During high-stress periods like finals week, make a schedule of all the week's activities; on paper, it'll beeasier to manage and to adjust as needed.

Make a Cost-Benefit Analysis

The COSTS of disorganization range from discomfort to disaster. What problems has it caused for you? Has disorganization brought you worry, guilt, fear? Do you sometimes feel you just can't get everything done?

The BENEFITS of organization are many. Organization lets you rid yourself of guilt, worry, and fear of failure, reducing the pressure you put on yourself. Good organization helps you find time, energy, and ability you may never have found before. The energy and time saved through good organization is directed into the work you are doing. By making some initial decisions and creating daily habits, you gain creative ability and concentration.

Changing and Creating Habits

Old habits die hard, and change is tough. You must discipline yourself until the new behavior becomes old habit. Psychologists say it takes 28 days to adopt a new habit but only 7 days to break it. If you can stick to a change you are likely to form a new, permanent habit.

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