**Why is reviewing so important?**

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

**Advantages of using a 3-ring binder:**

- Notes easily inserted or removed
- Course papers can be easily added
- Dividers used to separate topics/chapters
- Most have pockets to store materials

**Helpful weblinks to explore:**

- Evernote – [https://evernote.com](https://evernote.com) - Lets you take notes and sync files across devices.
- Fetchnotes – [www.fetchnotes.com](http://www.fetchnotes.com) - Simple way to keep track of notes and stay in sync with people.
- Workflowy - [https://workflowy.com](https://workflowy.com) - Organizes notes vertically in a linear fashion.
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. Note taking can also help you concentrate on the topic at hand. In order to take notes and to write something sensible, one must first understand the text. Taking notes does not mean writing down every word you hear. It is a combination of the original content, your writing style, and your own words.

Good notes should be: Accurate * Clear * Concise

Note-taking methods

Mind Map Method
- A two-dimensional drawing or visual diagram of the critical information and concepts being discussed. It uses a core topic and then branches off to subtopics and ideas.

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

The 5 R’s of note taking

1. Record. During the lecture, record all meaningful facts and ideas as you can legibly.
2. Reduce. After the lecture, summarize these ideas and facts concisely. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory.
3. Recite. Without looking at your notes, repeat over facts and ideas of the lecture as fully as you can. Do this using your own words.
4. Reflect. Think about your own opinions and ideas. Raise questions and record original ideas
5. Review. If you will spend 10 minutes every week or so in a quick review of these notes, you will retain most of what you have learned.

The Power of REVIEW:
- Always within 24 Hours
- Edit notes for clarity
- Fill in missing information
- Fill in the word information
- Consider writing a summary
- Write down and questions you have
- Consider creating a visual

Also consider using the “outline method” while taking notes.

Can you say “YES” to the following:

1. My notes are understandable.
2. My notes help me remember the lecture.
3. My notes help me prepare for exams.