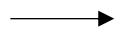




Note-taking Cheat Sheet

This cheat sheet will give a quick rundown of helpful abbreviations to use when taking notes, quick fixes to make your notes more effective, and some common styles of note-taking.

Abbreviations

1. Therefore: \therefore
2. Because: b/c
3. With: w/
4. Without: w/o
5. In relation to: irt
6. And: &
7. Government: govt
8. Especially: esp
9. Example: ex
10. Per: /
11. At: @
12. Section: §
13. About/nearly: ~
14. About/regarding: re
15. Important: *
16. Leads to: 
17. Increases: 
18. 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, but 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