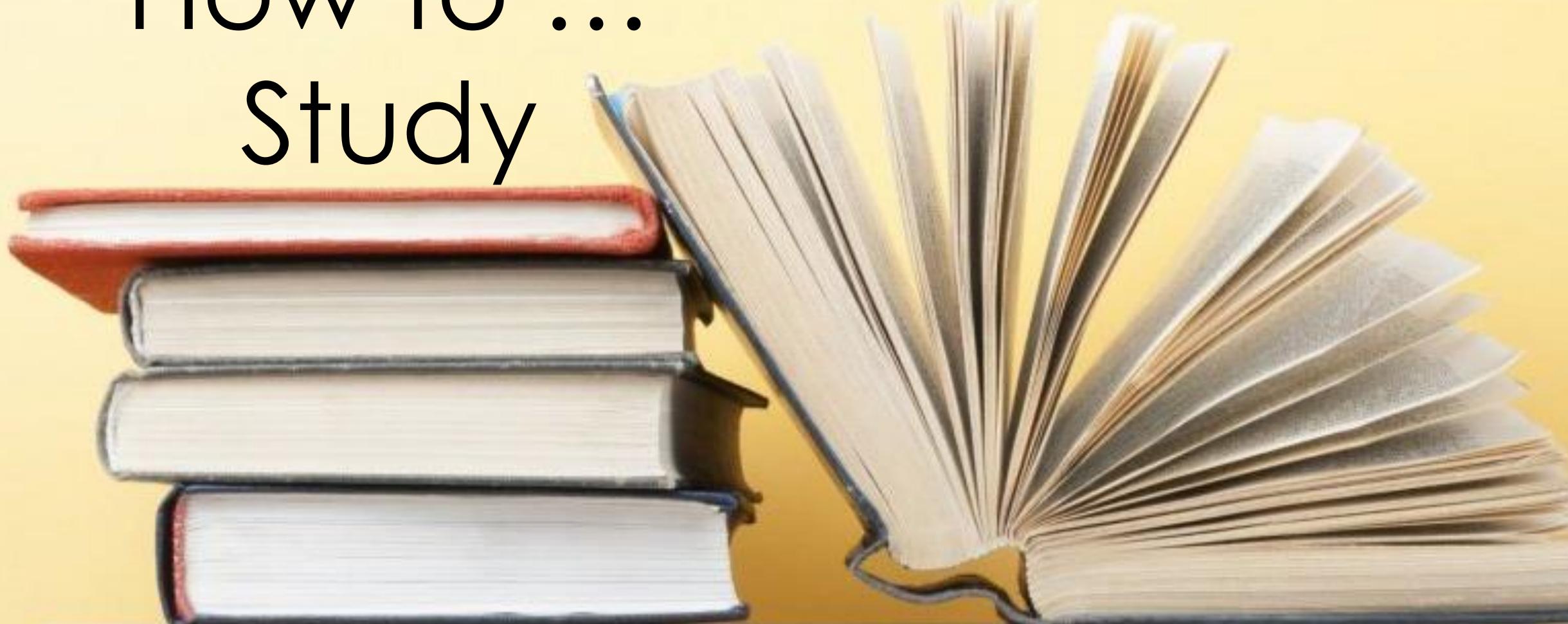


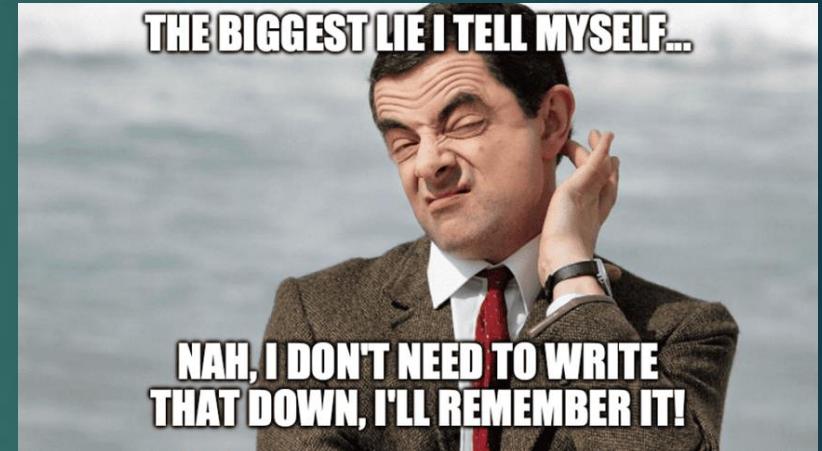
# How to ... Study



STUDY SKILLS AND NOTE TAKING

# Why notes are important

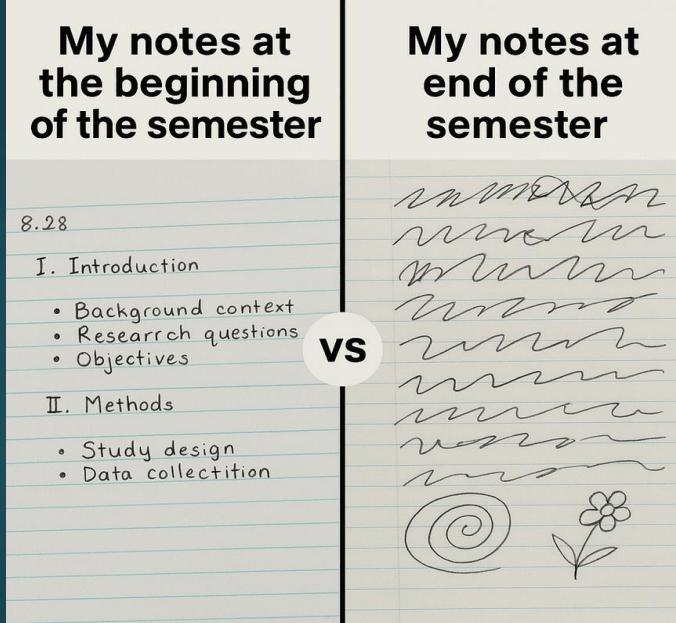
- ▶ Things you think you might forget
- ▶ Things you don't understand and need to look up later
- ▶ Writing things down helps put stuff into your memory
  - Handwritten vs Typed
- ▶ Something to refer back to and can help job memory
- ▶ Can help focus, including things like the action of writing something down to help you stay in the moment
- ▶ Make connections you didn't see at first
- ▶ Things you didn't realize were important at the time but actually are once you know more
- ▶ Can be used as prep work for future assignments and classes, such as writing a paper or doing lab work that needs previous knowledge



# Sketch notes

- ▶ This is a combo of words, doodles and visuals
- ▶ This is designed for people that are very visual
- ▶ If you enjoy doodling or visually impressive notes this might be for you
- ▶ Doodling can improve focus in some people
- ▶ Artistic ability not required
- ▶ This can also include things like boxes and highlights, colours, and other ways to distinguish high level concepts or headers
- ▶ Basic technique is having a header for the page (overall topic), then write/sketch your ideas and what comes to mind as you read/listen
- ▶ Try it with something new or an article for a quick way to see if you like it

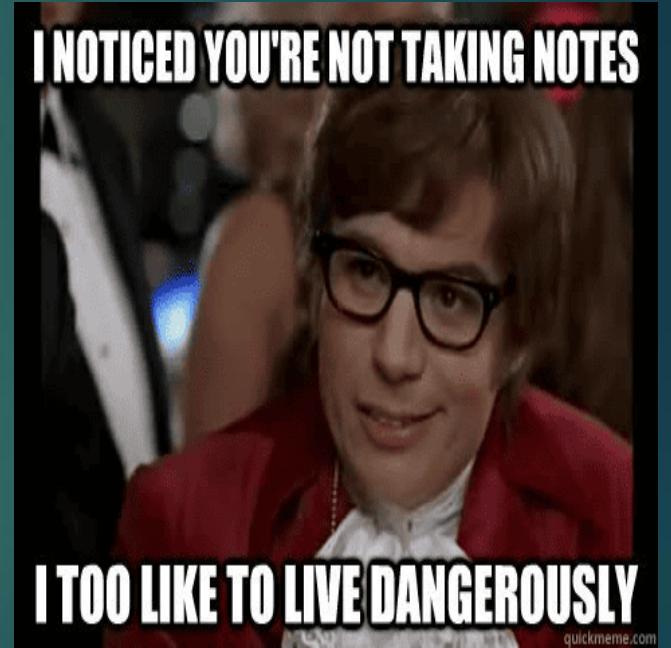
# Outline form notes



- ▶ Can be informal, use indents but doesn't have to have full outline (such as all 1 must have 2)
- ▶ Use the format of an outline
- ▶ Nest ideas to make visualizations easier
- ▶ Uses headings and sub headings to organize your thoughts
- ▶ Doesn't need to be perfect, this can be a working document and you can make changes later
- ▶ You can also do things like take notes and then reorganize into an outline to make the knowledge more organized in a way that works for you
- ▶ Try it with something new such as an article or video to see if you like this

# Audio notes

- ▶ If you process information better using audio you can do things like record classes (with permissions)
- ▶ Take notes and have a computer or friend read it out and record
- ▶ Have your textbooks read to you using the computer or a friend (again be careful with permissions and legality)
- ▶ Some people also process better when talking so you can record yourself talking through problems (this can be a good use of an AI)
- ▶ Use an AI that has voice capabilities as a way to bounce ideas and remember your train of thought



# Study groups

- ▶ Can be informal or formal
- ▶ You can share notes together to see if anything was missed, or important concepts weren't understood
- ▶ Explaining a concept to someone else really tests your knowledge
- ▶ For some people having a scheduled meeting time can be good for accountability
- ▶ You can also talk to others about how they study and see if you want to change your study habits
- ▶ See what other people find important and relevant to see if you missed anything or you like the way they take notes
- ▶ It can be a way to feel less alone and less isolated
  - Sometimes it can feel like you're the only one that doesn't get it even though you probably aren't
- ▶ Be careful when picking your group so that everyone is a good match and no one is too ahead or behind ( you don't want to spend the whole time explaining to everyone, or be the one that understands nothing the rest of the group is discussing)



# How to read articles/books quickly

- ▶ Scanning for keywords or concepts
- ▶ Look at the first sentence of a paragraph as that is usually what the paragraph is about
- ▶ Make use of table of contents/index/Ctrl-F to find the part you need
- ▶ For articles look at the abstract to see if it's relevant and potentially save yourself some time
- ▶ Figure out what you need to know and already know and focus your reading on the part you need
- ▶ You can skim articles and books to find information or decide if it's relevant before reading thorough for comprehension

# Accessibility in notes

- ▶ If you need to share with others it's important to make sure you have good notes
- ▶ Typing vs hand writing can be a difference in how easy they are to understand
- ▶ Short hand unique to you can be hard for others to understand
- ▶ Having digital notes can be easier to convert for other people (Such as having them read out loud by a computer or person)
- ▶ AI can be a help with accessibility because it can do things like transcripts of recordings or summarize things for you, (WARNING AI is not always right)
- ▶ Think about other ways to visualize info such as flowcharts or infographics

# Notetaking software suggestions

- ▶ Obsidian
  - Free to use with a paid option to sync and backup
  - You can make your additions
  - Can be tough to learn
- ▶ Goodnotes (\$)
  - Costs money, but very popular for notes so there are lots of tutorials out there
  - Has lots of colour coding and design options
- ▶ Notion (\$)
  - Minimal design, and there is a free version with limited features
  - Lots of documentation and tutorials
- ▶ OneNote
  - Almost everyone has free access
  - Can be setup to make drawings/doodles or outlines
  - Lots of tutorials

# Offbeat suggestions

- ▶ Body Doubling
  - Literally just working near another person or on the phone with another person
  - Doesn't need to be someone in your class/major/school
  - Used as a way to keep yourself focused
- ▶ Check-ins for accountability
  - Doesn't need to be someone in your class/major/school
  - Check-ins can be as frequent or infrequent as you want
- ▶ Listen to or watch things related to the topic in other situations such as driving, riding public transit or even as you go to sleep



<https://www.simplypsychology.org/adhd-body-doubling.html>