

MIND TRAINING SESSIONS

SUMMARY

How to Take Notes like a Pro

We know there's a Learning Curve but there's also a Forgetting Curve , ie., within 48 Hours of learning something new, 80% of it can be gone

Have an open, adaptive mind to make some change and be prepared to get the results, if not immediately but definitely.

Capture and Create Note taking Method

- * Identify what's most important; put first things first

- * Divide the page into two vertical sections:
On the Left side, capture everything you can from the things that are being taught.

On the Right side, keep space for Creating, making the notes as per self-understanding.

Take Notes on the left side and make them by yourself with your understanding on the right side.

Remember TEAM – Together Everyone Achieves More so that others can benefit from it too ; Take Lead and Let's Learn Together ; Let's Empower each other by sharing

Today's Action Step :

Get a notebook and use it to take notes throughout the sessions.

Take picture of your notes and post them in the respective groups.