

5 NOTE TAKING METHODS, (Organizational Tip)

If you are like me, “*a note taker*”, but you often find it a bit challenge trying to document *importance & understanding* with *content & examples*; let me offer up one particular method that I promote to all of my clients, it’s the “*Cornell Method of note taking*”. Below you will find 5 Note taking examples. All have their merits but I favor the Cornell Method. This format allows for the bulk of the page to be used for organizational notes with space off to the left where a *cue word* or *phrase* can be written down to summate a paragraph or a full topic so that it’s easier to find later during review. I really encourage you to review these note taking formats before you begin any coaching program, in order to better memorialize the messages within the material.

Fashioned after: <http://sas.calpoly.edu/asc/ssl/notetakingsystems.html>

THE CORNELL METHOD #1

Page#

Today’s Date

Layout of the page
and where to actually
write

Physically draw a line vertically down the paper, leaving 2.5” on the left and approx. 6” on the right.

This allows you to take notes on the right-side of the page leaving space on the left side to summarize the main point(s) with a cue word or phrase.

Organization of
concepts

When the coach moves to a new topic, skip a line. It is also a great idea to use some organizational structure to your whole page; something easy for you to automatically implement:

- Use Bullets of your choice.
 - ⇒ Use an indented system, similar to outlining.
- You can underline important words.

Filling in blanks

If you are not able to completely write down an idea before the coach moves on to a new topic, *fill it in after the course.*

Reviewing &
Studying

After you are done with your training course, test your knowledge of the course material by covering up the right side of the page, read only the cue words on the left and try to remember as much of the information as possible.

Advantages

This is a simple and efficient way of recording and reviewing notes; it is easy for pulling out major concepts and ideas. It saves you time and effort because you take the time to “do-it-right-the-first-time.”

5 NOTE TAKING METHODS

THE OUTLINING METHOD #2

Page#

Today's Date

Course Topic: How to outline your notes.

- I. The first level is reserved for each new topic/idea and is very general in description.
 - a. This concept must always apply to the level located above it; in other words the (I)
 - i) This concept must always apply to the level above it (a)
 - ii) This is a second supporting piece of information fore the level above it (a) but is equal to the previous information (i)
 - iii) This information is a sister to (i) and (ii)
 - b. This concept applies to the level above it (I) and is a sister to (a)
- II. You do not have to use Roman Numerals, Letters, and Numbers—try indents, dashes and bullets.
- III. Outlining requires listening and writing in points in an organizational pattern based upon indentation.
 - a. Advantages to outlining
 - i. It is well organized
 - ii. It records relationships and content
 - iii. It reduces editing and is easy to review by turning the main points into questions.
 - b. Disadvantages to outlining
 - i. It requires more thought during the course for accurate organization
 - ii. It does not always show relationships between ideas by sequence
 - iii. It doesn't work well if the course is moving at a quick pace.

THE CHARTING METHOD #3

Page#

Today's Date

How?	Advantages	Disadvantages	When to Use it?
Set up your paper in columns and label appropriate headings.	Helps pull out the most relevant information.	Can be a hard system to learn how to use quickly.	If you will be tested on facts and relationships within the content.
The headings could be categories covered in the course series.	Also reduces the amount of writing that is necessary.	You need to know the content that will be covered during the course before it begins.	If content is heavy and presented quickly, such as a history course with dates and people, etc.
Insert information (words, phrases, main ideas, etc.) into the appropriate category.	Provides easy review for memorizing facts and studying comparisons and relationships.	You might need to practice this in order for it to become second nature.	If you want to get an overview of the whole course on one big paper.

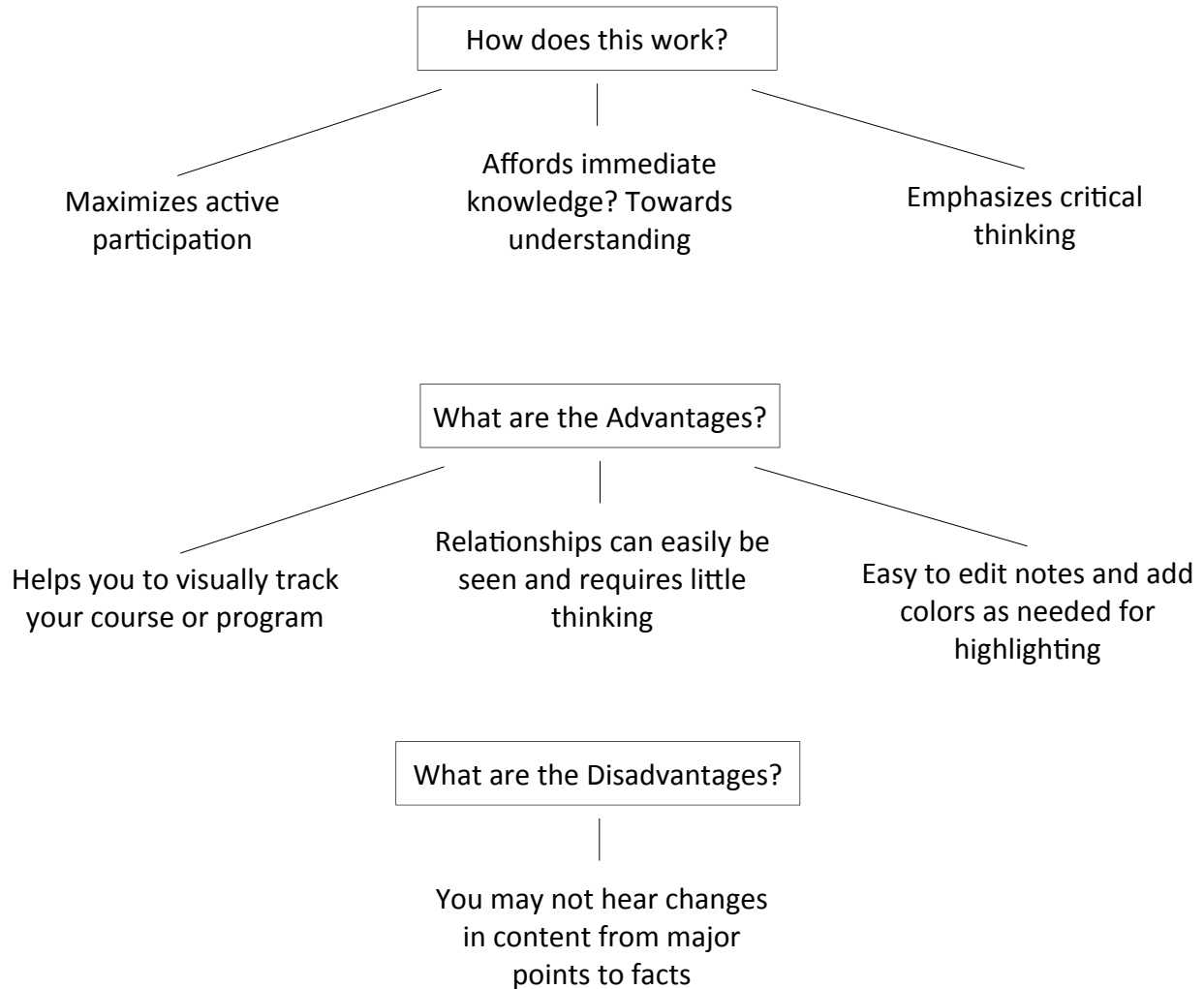
5 NOTE TAKING METHODS

THE MAPPING METHOD #4

Page#

Today's Date

A GRAPHIC REPRESENTATION OF THIS CONCEPT



THE CHARTING METHOD #5

Page#

Today's Date

1. Write every new thought, fact, or topic on a separate line as you progress, numbering each sentence.
2. Advantages: it's more organized than writing paragraphs and still records most of the information.
3. Disadvantages: it's hard to determine major/minor points and it's hard to edit/review with clean-up.
4. It's a good method when there is a lot of information and you don't know how the ideas fit together.