


SKILL BUILDING NO. 4

Study Smarter

 5 minutes

Taking notes can be incredibly overwhelming and feel like a complete waste of time. But, when you take notes, your brain is engaged in listening, summarizing, and writing those thoughts down. Just the act of taking notes will sharpen your attention and focus skills, help with memory/recall and strengthen your habit-building "muscle."

Notes can contain words, lines, doodles, thoughts, colors, and drawings that combine to help trigger your thoughts about the learned materials.

Notes should include critical facts, short phrases and help you remember what you read or heard. Some people like to write quite a lot, then review and highlight the important information. Some people want to write bullet points, while others write the complete sentence they hear and listen longer before writing more.

Your notes are for your use only — there isn't one right way to do this, so try a few things and do what works for you. Here are some ideas:

- Use underlines on anything that helps you remember
- Use arrows to show that one thing causes another thing or leads to the next event
- Invent abbreviations and symbols that make sense to you. Here are some easy abbreviations that you may want to use

:@ → at
b/c → because
w/o → without
ppl → people
natl → national
ed → education
gov → government
b4 → before

Use the space below — to test some symbols, doodles, abbreviations, and marks you might want to use when taking notes.