Mind Mapping
(Note Taking Process)

1 OBSERVE

"BE HERE NOW" in CLASS
- -Be with your instructor
- -Let go of judgments about lecture style
- -Accept your wondering mind
- -Think critically about what you hear

WATCH FOR CLUES
- -Listen for introductory and transition words/phrases
- -Notice the instructor's interest level
- -Highlight obvious clues

SET THE STAGE
- -Complete assignments
- -Complete short pre-class review
- -Clarify your intentions
- -Bring right materials
- -Sit front and center

2 RECORD

USE CORNELL FORMAT
- -Draw 2" margin down left side of paper
- -Write notes to right of line
- -Write key words to left of line

CREATE MIND MAP
- -Determine main concept of class
- -Arrange sub-concepts in a diagram around main topic
- -Add images and symbols

WRITE NOTES IN PARAGRAPHS
- --Don't write complete sentences
- -Leave a space when teacher moves to another point

WRITE NOTES IN OUTLINE FORM
- -Block major points with Roman numerals

3 REVIEW

REVIEW WITHIN 24 HOURS

EDIT NOTES

USE KEY WORDS AS CUES TO RECITE

CONDUCT WEEKLY REVIEW SESSIONS

CREATE MIND MAP SUMMARIES

CONSIDER TYPING YOUR NOTES