



## 3 TIPS TO BE PREPARED FOR CLASS

tip  
**1**

Read assigned text book chapters/articles in advance. Take notes & use our SQ4R worksheet!

tip  
**2**

Organize your materials and double check important deadlines for the class. Make sure all upcoming deadlines are in your planner or calendar.

tip  
**3**

Print or review online presentation slides or handouts for the upcoming lecture. Take note of upcoming lecture topics and review your class notes accordingly.

## STAY FOCUSED



Go to class with other needs taken care of: be well rested and hydrated, and don't come to class on an empty stomach.



Sit in the "T" zone (front rows or center rows), which is proven to correlate to deeper learning.



Set your intention for class. Mindset matters! Tell yourself that you plan to concentrate during class, and mean it.



Be prepared. Have all of your materials ready at the start of class (and have all distractions – like your phone – put away).



If you can ask questions throughout the class, then do! There is never a bad question, and asking will keep you active in your learning. If you can't ask questions, write them down and ask your professor during office hours BEFORE the next class session.



Follow the note-taking guide below to stay engaged in the lecture.



If you have a medical need for an accommodation, use the Office of Disability Services to see what accommodations could be provided. Some examples of services offered (based on the type of disability) are: seating in the front, note taker, assistive technology (and more – visit 105 University Union to meet with the team and learn more).



## HOW TO TAKE NOTES: CORNELL NOTE-TAKING SYSTEM

In your notebook, use the following format:

Cue Columns	Note-Taking Column
❖ After class, write down questions, key words, and important topics.	❖ During class, record your notes using: <ul style="list-style-type: none"> <li>○ Headers for the topics</li> <li>○ Lists and bullet points</li> <li>○ Definitions</li> <li>○ Concepts, ideas, facts</li> </ul>
❖ This column is reserved for big-picture ideas.	
❖ This helps organize information for upcoming tests, projects, and papers	❖ If you're a visual learner, use this space to draw diagrams or timelines that correspond with the information you learning.
<b>Summary Notes</b>	
❖ After class, summarize the topic(s) in your own words. If there are parts you didn't understand, talk with your professor, a tutor, and peers to learn it better.	

### Steps:

- STEP 1** → During the lecture, take notes in the Note-Taking Column.
- STEP 2** → After class, review your notes and jot down the key points as questions or topics in the Cue Column.
- STEP 3** → Leave space at the bottom of each page to summarize your notes and main points after class.

### Tips:

- Use abbreviations & symbols when possible. Key words & paraphrasing will help save time.
- Write the date on each page. This reference will help when studying later.
- Highlight, color code, underline! Engage with your notes to help actively learn in class.
- Keep your notes together and organized in a notebook, folder, or binder for each class.
- Review a short YouTube video (5 min. or less) of something you enjoy. While watching, take Cornell styled notes. Re-watch the video: did your notes have the main points? You can then do the same with a different topic you may not be as excited about (such as how to clean an attic) and see how you do.
- Review the Cornell Note-Taking System on YouTube (How To: Take Cornell Notes by Clarissa): <https://youtu.be/Y4uzQEWj0X8>