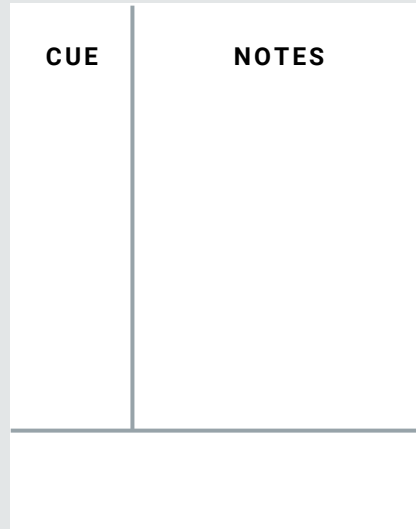


4

NOTE-TAKING METHODS *at a glance*

CORNELL METHOD

Divide your page into three labeled sections – Cue, Notes, and Summary – to actively engage with what you're learning. Great for reflection and review.



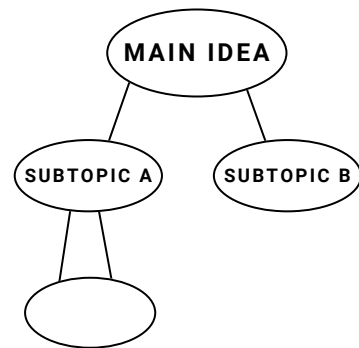
OUTLINE METHOD

Organize ideas using indented bullet points and clear hierarchy. Best for lectures, readings, or when structure matters.

I. MAIN TOPIC
A. SUBTOPIC
1.
2.

MIND MAPPING

Start with a central idea and branch out to show how concepts connect. Perfect for visual learners or big-picture thinkers.



SUMMARY METHOD

Write short summaries in your own words to reinforce understanding. Highlight or bold key points to make reviewing easier.

“Time **blocking** is a productivity method where tasks are assigned to **specific time slots** to improve focus and reduce distractions.”