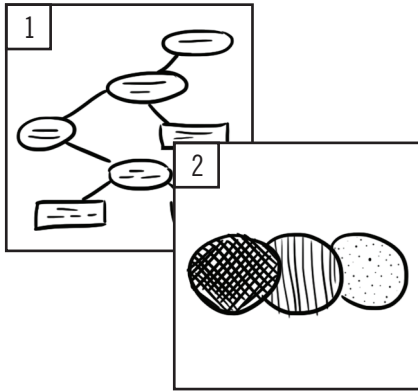


Tips & Techniques for Creating Neat & Organized Notes

BEFORE

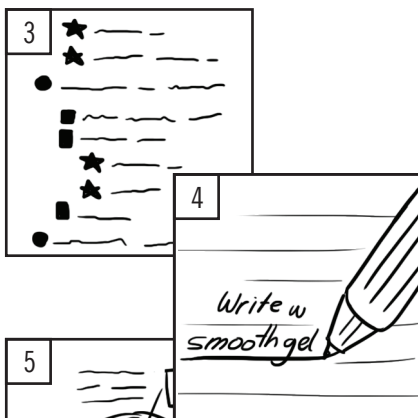


1. Notetaking style: there are 3 main methods of notetaking which are best in certain situations:

- Outline: general use
- Cornell: recall information and asking questions
- Mind mapping: reviewing information & "free-flowing" notes

2. Choose a color scheme

- Helps when highlighting and making your notes cohesive
- Mildliner Highlighters come in packs of 5 with colors that go well together



DURING

3. Create a bullet point hierarchy

4. Time-saving tips: how to write faster but maintain neatness

- Using abbreviations
- Writing with a smooth gel pen such as the Sarasa Clip Gel Pen
- Writing smaller and slanting handwriting

5. Creating visual notes

- Helps you better understand and simplify concepts
- Steps: sketch an outline, color in drawing, add depths & details, label



AFTER

6. Adding quick details

- Arrows, boxes, etc.

7. Sticky notes

- Write down any information you forgot
- Jot down notes for later review

8. Highlighting tips

- Use color schemes
- Avoid highlighter smudge
- Try to highlight key parts only: things you really need to remember later

