Processing Notes

Do within 24 hours!

Symbol	Step/Revision
1 2 3 A B C	Number the notes for each new concept or main idea
Key Word	Circle vocabulary/key terms
Main Idea	Highlight or underline main idea
^	Fill in gaps of missing information and/or reword/rephrase in red
~~Unimportant~~	Delete/cross out unimportant information by drawing a line through it with a red pen
?	Identify points of confusion to clarify be asking a partner or teacher
*	Identify information to be used on a test, essay, for a tutorial, etc.
Visual/Symbol	Create a visual/symbol to represent important information to be remembered

Connect Your Thinking

Do within 72 Hours!

Ask Questions

Level 1 – Understanding the Basics:

- What does this mean?
- Can I explain this in my own words?

Level 2 – Making Sense of Ideas:

- Why did this happen or matter?
- What patterns or relationships do I see?

Level 3 – Applying to the Real World:

- How does this idea show up in real life?
- How could I use this knowledge in another class, a job, or a real situation?

🔗 Make Connections

Your learning is **yours** — it's shaped by what you notice and care about. Try connecting your notes to things you already know or enjoy:

- 🎬 **Books, Movies or TV shows** that explore similar themes
- 🎮 **Video games** that reflect the same challenges or ideas
- 🎵 **Music or lyrics** that capture the same emotions
- 📰 **Current events or personal experiences** that show these ideas in action

💡 *Tip:* Use the margin of your notes or a separate "Connections" section to jot these links.

Summarize and Reflect

Do within 1 Week!

📝 Summarize

Bring your learning together. Focus on the big picture.

- **What have I learned?** Write a few sentences that capture the main ideas or skills.
- **Capture the most important aspects of your notes.** Highlight key points, terms, or patterns that stand out.
- **Answer the essential question.** Use your notes to explain/support your answer.

💡 *Tip:* Try to summarize in your own words - that's how you know you really understand it!

💭 Reflect

Think about how this learning connects to you and your goals.

- **How will this be useful?** Consider where or how you might use this knowledge again.
- **How does this learning help you meet your note-taking objective?** Look back at your purpose for taking notes - did you reach it?
- **Plan where you go from here.** Decide your next step: review, practice, ask questions, or apply what you learned.

💡 *Tip:* Reflection helps turn notes into understanding — don't skip it!