

Brain-based Note-Taking

Date: _____ Course/Event: _____ Topic: _____

Reactions/Comments

(Your reactions, observations, comments, etc. go here)

Notes

Your notes on the content go here. These are just the notes that you would normally take—however you would take them: as random comments, in outline form, as a mind maps, as clusters, etc. (The point is not to change the way you record information, but to add a second channel and a summary.)

Summary:

Here is where you synthesize the information on this page. Keep it brief—no more than 4-5 sentences in no more than 3-5 minutes. Writing this summary is your first review of the information on the page. Do this review before you sleep to mark this information as worth saving. Review again the next day (within 24 hours) to move the information from short-term to long-term memory.