

There are only a few tips for reviewing your notes, but they are good tips! Keep them in mind, and you'll go far.

- ❖ **Review your notes within 24 hours.** Memory experts tell us that a review of your notes shortly after taking them helps to cement the concepts in your brain, and moves them from short to long term memory.
- ❖ **Edit your notes.** Reviewing notes while the information is fresh will help you to edit your notes properly. It will help to clarify confusing concepts, as well as allowing you to correct misspelled words, interpret illegible words (if your writing is particularly messy), and will help you really “own” the notes.
- ❖ **Fill in key words on the left hand column.**  
The Cornell Notes system, which many recommend as a great note-taking system, forces you to fill in key words on the left. If you're not using Cornell, you may want to try this task regardless. It will make future review quick and easy.
- ❖ **Take notes in different colors.** If you don't have different pens, use a highlighter to emphasize important materials for your later reviews.
- ❖ **Use graphic signals.** Signals such as brackets, stars, arrows, equal signs, etc. help in two ways. The first is that, when using them during note taking, they greatly speed up the pace at which you can take notes. Secondly, when you're reviewing your notes, they will help group concepts, clearly demonstrate links, and provide visually stimulating information that can help cement the ideas in your brain.

