ELEMENTS OF NOTE ORGANIZATION FORMATS

Not all note organization formats are created equal!

There are formats that promote learning and formats that inhibit learning. Fifteen elements have been proven to increase learning from notes. Think about how many you currently use.

1. Visually **separates main ideas from other main ideas** with space.
2. Visually **separates main ideas from details** with space.
3. Visually **separates details from other details** with space.
4. Numbers, letters, and symbols **indicate how many details** there are to remember.
5. **Promotes self-testing** by quickly revealing what has and has not been learned.
6. Visually and physically **separates learned and not-yet-learned material**.
7. Main ideas and details can be **regrouped and reorganized**.
8. Requires **mental manipulation of ideas** to set up and review notes, analyze, evaluate, synthesize, condense, and restructure notes.
9. Can be **rewritten in one’s own words** using abbreviations, symbols, and short phrases.
10. Promotes **summarizing of main ideas**.
11. **Easy to form questions** out of main ideas and answers out of details.
12. **Simple** format.
13. Can be conveniently and efficiently **reviewed and recited**.
15. Easily **portable**.