

## Study notes checklist

	Space out your notes adequately.
	Re-do sections of the notes that are hard to understand.
	Make sure headings and subheadings are clear and stand out.
	Make your notes visual, with lots of colour, diagrams and tables.
	Underline or highlight key words or important points, using colour for emphasis.
	Keep work tidy with consistently neat handwriting and colours.
	Develop a system of abbreviations for regular use.
	After tests or exams, add to your study notes based on what you learnt in the exam.
	Highlight or box key points or formulas so that they stand out and are memorable.
	Incorporate good handouts into your study notes.
	Check your textbook to ensure you have included everything you need to know.
	Use lists or numbering where possible.
	Use wide margins so you can add in extra information as your understanding grows.
	Use subheadings, indenting, numbering: the more sections are broken down, the easier they are to learn.
	Use point form. Complete sentences should be rare – key phrases are more effective.
	Include photocopied or scanned useful diagrams from textbooks whenever possible – they're easier to remember than lots of words.
	Make sure your notes are comprehensive – that is, they include everything you need to know from a variety of sources.