

## To Do Notes

This note-taking method is suitable for use in academic settings such as studio or project related courses. Use To Do

Notes in courses where you are assigned to do a task based on material covered in class. This is effective for multi-modality learners.

Format	During Class	After Class	Why Use It								
<p><b>Draw a vertical line</b> down the middle of the page and title each column: <b>Directions and Materials/Sources.</b> <b>Draw horizontal lines</b> in the Materials/Sources column creating 2 equal parts. Title the 3rd section <b>Reminders.</b></p> <table border="1" data-bbox="95 783 306 1085"> <thead> <tr> <th data-bbox="95 783 201 830">Directions</th> <th data-bbox="201 783 306 830">Materials/ Sources</th> </tr> </thead> <tbody> <tr> <td data-bbox="95 830 201 928"></td> <td data-bbox="201 830 306 928"></td> </tr> <tr> <td data-bbox="95 928 201 958"></td> <td data-bbox="201 928 306 958">Reminders</td> </tr> <tr> <td data-bbox="95 958 201 1085"></td> <td data-bbox="201 958 306 1085"></td> </tr> </tbody> </table>	Directions	Materials/ Sources				Reminders			<p>During class <b>listen for</b> directions, the materials and sources to use and reminders that emphasize the professor's expectations.</p> <p>Use numbers, bullets or stars to <b>delineate items</b> in each column.</p>	<p><b>Reread</b> your notes and use them to help you complete the project:</p> <ol style="list-style-type: none"> <li>1. Before starting the project gather the materials you need and the sources you need to research.</li> <li>2. Read the reminders so you are aware of the problems you might encounter.</li> <li>3. Then read the directions one at a time.</li> <li>2. After completing the project read the directions and reminders again to proof your work..</li> </ol>	<p>Formatting your notes in this manner keeps the notes:</p> <ol style="list-style-type: none"> <li>1. well-organized</li> <li>2. easier to read and use</li> <li>3. forces listening attention</li> </ol>
Directions	Materials/ Sources										
	Reminders										