NOTE THIS AND REMEMBER:
NOTE TAKING AND CONCENTRATION

Tutorial Services Center
Counseling & Disability Services
Part of Mendenhall Achievement Center
Professor Lapinski couldn't figure out why so many students dropped his class after just their first homework assignment.

(Taken from: www.funnyhub.com)
NOTE TAKING...
WHAT WORKS FOR YOU?
3 METHODS FOR NOTE-TAKING

• Cornell Method

• Mapping

• Outline
UNDERSTAND THE ASSIGNMENT AND READ, READ AND READ AGAIN

• Preview the text – before class
• Read actively to identify key points
• Connect key points to one another
• Annotate the text
• Begin self-testing and retest
YOU CAN’T HAVE ONE WITHOUT THE OTHER

• Attention
• Concentration
• Memory
HOW DOES OUR SYSTEM WORK?

[Diagram showing the stages of memory: Environmental Stimuli → Sensory Memory (SM) → Attention → Short-Term Memory (STM) → Maintenance Rehearsal → Retrieval → Elaborative Rehearsal → Information Retrieval → Long-Term Memory (LTM)].

Taken from: http://198.45.22.27/connectext/psy/ch07/stages.mhtml
WHAT IS YOUR ATTENTION SPAN?

- Ability to focus attention on a single thought, subject or object while ignoring distractions
- The length of time you can focus or concentrate before you become bored/over-loaded
- Varies with type of activity
- Keeps you on track towards your goals
- One of the most important skills a student needs
IMPROVING YOUR ATTENTION SPAN

• Unplug, postpone & practice
• Avoid double-tasking
• Practice concentrating despite distractions
• Make learning active
• Attitude counts
HOW LONG CAN YOU CONCENTRATE OR SUSTAIN FOCUS?

10 minutes? 30 minutes? 2 hours?

Concentration Peak

Initial distraction

Concentration break
When you study, use your body to improve concentration

- Choose or create a study environment
- Study according to your biorhythms: schedule your most difficult tasks when you are at peak mental efficiency (early morning? After 7:00pm?)
- Complete easier tasks, like compiling a bibliography, when you are mentally at low efficiency
THE POMODORO TECHNIQUE
AND OTHER STUDY SKILLS APPS
THE RELATIONSHIP BETWEEN ATTENTION AND MEMORY

• Memory complaints are often a failure to attend to the information in the first place.
SHORT-TERM MEMORY

- Stores limited information for a limited time
- Storing capacity – 5 to 9 ideas
- CHUNKING (grouping ideas) = increased storage capacity
- Stores information via sensory images
- Memory kept alive by maintenance rehearsal (mentally repeating information)
MAKING IT FROM SHORT-TERM INTO LONG-TERM MEMORY

The 4 Rs

• Recite
• Review
• Retest
• Retrieve
LONG-TERM

• Mechanism that stores, manages and retrieves information

• Stores unlimited information for unlimited amount of time

• Stores varied information – facts, events, beliefs, etc. according to meaning

• Associates new information with prior learning to encode to LT memory

• Uses CUES to recall information
HOW TO IMPROVE MEMORY

- Distribute learning
- Reduce interference
- Attend and concentrate
- Choose what not to store
- Relate & connect information
- Repeat (over-learn)
- Elaborate
- Self-test and retest
KNOW YOUR LEARNING STYLE

• Visual
• Auditory
• Kinesthetic
VISUAL LEARNER

- Those who learn through seeing things
- A visual learner:
  - Needs quiet study time
  - Likes things written down
  - Understands/likes charts
  - Looks for pictures and diagrams
  - Remembers faces
STUDY TIPS FOR THE VISUAL LEARNER

• Draw a map of events in history or draw a scientific process
• Make outlines in your own words
• Copy what’s on the board
  – Take notes, make lists
• Color code words and phrases
• Use highlighters, circle words, underline
• Make flashcards
AUDITORY LEARNER

• Those who learn best through hearing things

• An auditory learner:
  ✓ Likes to read out loud to self or listen to text
  ✓ Remembers names well
  ✓ Follows oral directions well
  ✓ Does well in lectures and class discussions
STUDY TIPS FOR THE AUDITORY LEARNER

• Use word association to remember facts and lines
• Record lectures and listen to them
• Participate in group discussions
• Use e-texts when available
• Use audio-recording for language practice
• Study out loud
• Make a chant to help remember important information
KINESTHETIC LEARNER

• Those who learn through experiencing/doing things

• A kinesthetic learner:
  ✓ Prefers activity; enjoys moving
  ✓ Prefers role playing
  ✓ Builds models, likes fixing things and art projects
  ✓ Does well when given the opportunity to do a task themselves
  ✓ A hands-on learner
STUDY TIPS FOR THE KINESTHETIC LEARNER

• Keep yourself active
• Shift your activity level to something else when distracted
  – Take short breaks to keep on track during study time
• Take lab classes to enhance hands-on learning
• Study with others
• Devise review activities (ex: make a vocabulary matching game)
• Use the CD if the text book has one

Source: www.about.com
WANT MORE INFORMATION?
WANT TUTORING? COUNSELING?

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