

3 Column Memory Key Notes

Key Words	Key Visual	Key Ideas
		Get organized! Ensure you are regularly using Collingwood Agenda (or other daily planner) and doing so in an efficient manner. Make sure that you have organized binders and all of the equipment you need for each class.
		Effectively plan your study and learning time outside of class time. Find your “prime time” when you learn the best and try to work as much in that period as possible. Try to stick to a routine. Beat procrastination - teach yourself not to put off tasks by rewarding yourself for doing things ahead of time.
		Find a good study location. This place must work FOR YOU and will ensure you can be engaged in your work. Likely this is somewhere quiet, convenient, comfortable, brightly lit, and well equipped.
		Make sure you are actively learning by paying attention, participating, and taking notes in class - not only for information, but because it will help you learn and remember things. Be an active reader who outlines and takes notes from both textbooks and handouts. Learning like a sponge is proven by research to be inefficient for most learners. The key to learning is being engaged.
		Put an effort into your assignments and only be satisfied by handing in your best quality work. Always hand in things on time. Not doing assignments and falling too far behind is by far the biggest reasons students are unsuccessful in my class.