

# How to Take Cornell Notes

By Tory Klements, MCP A+

ABC XYZ

# Cornell Notes

- Cornell notes is a system of note taking that helps you to break down what you hear into questions and answers or concepts and ideas.
- For this class I will start you out with helper notes and then you can move onto taking your own notes.
- If you do not want helper notes, there are blank pages you can use.

# Sample notes

## Klem Notes

Module:		Name:
		Date:
Section:		Session:
Questions/Main Ideas/Vocabulary	Notes/Answers/Definitions/Examples/Sentences	
what is a policy?		
why have?		
written:		
Unwritten:		

# Sample notes

## Klem Notes

Module:		Name:
		Date:
Section:		Session:
Questions/Main Ideas/Vocabulary	Notes/Answers/Definitions/Examples/Sentences	
what is a policy?	A rule or law.	
why have?	Safety, keep workplace professional, expectations clear.	
written:	Tardy policy, dress code	
unwritten:	Nobody really upholds the tardy policy as long as it doesn't happen every day.	

# Use of Color

- When I was in college, I was a big fan of the four color pen.
- For every concept that might be a new question on a test or quiz, I changed color.
- So my notes would look like this:

# Sample notes

## Klem Notes


Module:		Name:
		Date:
Section:		Session:
Questions/Main Ideas/Vocabulary	Notes/Answers/Definitions/Examples/Sentences	
what is a policy?	A rule or law.	
why have?	Safety, keep workplace professional, expectations clear.	
written:	Tardy policy, dress code	
unwritten:	Nobody really upholds the tardy policy as long as it doesn't happen every day.	

# Drawing

- I also did a lot of drawing and doodling to help me remember things.
- The doodling shouldn't be random, but rather drawings that will help you remember the concept.
- Something like this.

# Drawings

## Klem Notes

Module:		Name:	
		Date:	
Section:		Session:	
Questions/Main Ideas/Vocabulary	Notes/Answers/Definitions/Examples/Sentences		
What is CYA?	Cover your assets		
How do you change them?	Wait until established		
Why is money part of policies?	Time=\$		
			

# Summary

- At the bottom of the page, summarize what is on the page in your own words when you are away from school.
- That helps you to recall what you learned and helps you identify what you need to study.

# Summary

How different from policy?	
Examples	
Where do pol and pro come from?	
Summary:	
Policies are rules while procedures are ways things are done. Both are important at work to standardize, keep things safe, and prevent misunderstanding and maintain quality. They come from government laws, how things have always been done, and management.	