Effective note-taking skills make studying easier, faster, and more enjoyable. *Mind Mapping* and *Notes:TM* are valuable methods for taking notes that resemble how the brain stores and processes information, giving students a system that is easier and more natural than lists or outlines.

**Mind Mapping**
A brain-friendly way to take notes, *Mind Mapping* employs a two-dimensional structure and uses colors, symbols, and pictures to help students make mental associations that facilitate learning.

**Notes:TM**
A method for maximizing class time and reducing study time, *Notes:TM* is a whole-brain approach to note-taking that sparks creativity.

- **T** = Taking notes – where important information provided by the teacher is recorded.
- **M** = Making notes – where student’s thoughts, feelings, and questions are recorded.