Introduction to the Cornell method / structuring transcripts

15.10.

Preparation Planning	handwritten or digital? How big/small, filing system? Do I need extra columns / space?
during course	Don't forget the title and date in the header! Active listening! -> (i.e.) take notes + record ideas, questions etc. about the content (if necessary also use the footer memory)
after course /follow-up	as soon as possible!: Go through the notes, add to them if necessary Enter headings/key words in the left-hand column that represent a structure Transfer/add ideas, questions, tasks to the footer memory You could also (over)work with colors / markers
later /if useful	Transfer tasks to ToDo list if necessary Use questions to prepare material for learning

- Create a digital template?
- How could follow-up work be directly linked to working into learning materials?