

ATHLIFE

Note Taking Strategies

Learning is a lifelong journey where we continue to accumulate knowledge on a daily basis. Note taking is an essential skill necessary to retain the information that we learn, which is especially important for success in the classroom. Follow the strategies below to write more effective notes and increase your learning.

- Write phrases, not complete sentences, to capture the key points.
- Take notes in your own words to make it easier to remember.
- Use headings, subheadings, and numbered lists to help divide the information.
- Color code your notes to emphasize important information.
- Review your notes within 24 hours to best retain the information.



AthLife Tip of the Month

Fall is a great time of year to build your network. While you are attending local sports or neighborhood events, class reunions, or business conferences and meetings, take some time to introduce yourself and meet others, then follow-up with them as well. You never know when these new connections could lead to opportunities down the road.



Tell Me About Yourself

Are you ready to answer this question, “Tell me about yourself?” As you network and move throughout your career, you will often hear this question. It’s important to have a response prepared ahead of time. Follow the tips below to help create your own professional introduction.

- Keep it concise. Also known as an elevator pitch, your professional introduction should be about 30 to 60 seconds in length.
- Make it count. Think about your target audience and share the most important thing you want them to remember about you, along with related key accomplishments.
- Stay flexible. Remain open-minded as you network and introduce yourself to others, which will help make a great first impression.
- Be prepared. Practice your introduction ahead of time and ask others for feedback. Try not to use a monotone voice or talk too much, keep it conversational.