LEARNING

Define the question

Name the topic, context, and relationship you need to understand.

READING AND RESEARCH NOTES TOOLKIT

SET A CLEAR NEXT STEP

Write one action you can complete before your next review.

- [ ] Name the task
- [ ] Choose a realistic time
- [ ] Identify the needed material

EXAMPLE

Example: ·Complete one focused task, then record what changed.·

PUT IT INTO PRACTICE

What is the smallest useful next action?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

- [ ] Check the official requirement
- [ ] Consider time and support needed
- [ ] Write the decision and reason

PUT IT INTO PRACTICE

What information would make this choice clearer?

Follow your instructor?s citation and academic-integrity rules; verify claims in original or authoritative sources.

LEARNING

Find credible sources

Start with a library database or official institution, then follow citations.

READING AND RESEARCH NOTES TOOLKIT

USE A PRACTICAL CHECKLIST

Keep the details visible so the next person can act without guessing.

- [ ] Confirm the date or requirement
- [ ] Record the owner
- [ ] Save the official source or contact

EXAMPLE

Example: ·Status: waiting for reply; owner: me; next check: Thursday.·

PUT IT INTO PRACTICE

What is still unclear, and who can confirm it?

DECIDE WHAT MATTERS

Use facts and constraints to choose the next step instead of trying to do everything at once.

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PUT IT INTO PRACTICE

What information would make this choice clearer?

LEARNING

Read with a purpose

Preview headings and conclusion, then read the evidence that answers your question.

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PUT IT INTO PRACTICE

What information would make this choice clearer?

LEARNING

Take atomic notes

Keep one idea per note with claim, evidence, location, and your comment.

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LEARNING

Synthesize patterns

Group notes by theme and identify agreement, difference, or a gap.

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PUT IT INTO PRACTICE

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LEARNING

Draft with integrity

Make a point, introduce evidence, explain it, and cite the source.

READING AND RESEARCH NOTES TOOLKIT

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PUT IT INTO PRACTICE

What information would make this choice clearer?

LEARNING

Verify before submitting

Check that a reader can locate support for every important claim.

READING AND RESEARCH NOTES TOOLKIT

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PUT IT INTO PRACTICE

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MAKE ONE IMPROVEMENT

Keep what worked and change only one obstacle for the next cycle.

- [ ] Keep one helpful habit
- [ ] Remove one stale item
- [ ] Schedule the next review

PUT IT INTO PRACTICE

What made this week easier?