ADJUNCT SKILLS 232
SAMPLE LAB NOTES

"How to"	-Notes should be **ONE** page long
Notes For	-Notes should be neatly hand written or typed
Adjunct:	-**Label** all work
O	->Example of Labeled Lab Notes (This label should be on the top of the page)
	Name: *Jane Doe*
	Date: *Month/Day/Year*
	Lab: *Lab 1, Internet Workshop: Time Management*
	Cornell Note-Taking Tactic for Writing Notes
Cornell Note	-Use 8 ½ by 11 paper for notes
Taking Info	-In the left, narrow column: Write key words (phrases/memory clues) or questions
	-In the right, wide column: Write Lab Notes
	The 6 R Version: (Cornell Note Taking Process)
	-Record: Record as many facts and ideas
	-Reduce: Reduce each fact and idea in your notes to key words and phrases
	-Recite: Cover up the right column and recite notes in your own words
	-Reflect: Reflect about the facts and ideas that you've learned from notes
	-Review: Review and recite the notes you made
	-Recapitulate: Summarize notes: gain deep understanding of facts and ideas
O	
Example of	
Adjunct Lab	-**Sample Lab notes for** *Lab 1, Internet Workshop: Time Management*
Notes	
Intro:	*-College student=not manage time efficiently before college (No right way to manage*
	-Goal of Workshop: access where time goes and make changes to use time effectively
Activity:	*5- time wasters: The internet (Social Networking, Games, etc), driving in traffic…*
T Mnmgt	*Result 7*
4 Imprv steps	*1. Create Semester schedule*
For T mnmgt	*2. Plan your work load*
O	*3. Adjust plan each day*
	4. Evaluate schedule
	etc… *[Note: Adjunct Skills Lab Notes MUST be ONE page]