

# **Faculty of Community Services**

## **Academic Support & Resource Centre**

### **Mastering Summary Sheets**

*A Step-by-Step Guide to Smart Studying*

<p style="text-align: center;"><b>Step 1: Goal Setting</b></p> <ul style="list-style-type: none"> <li>• Before you start, ask: “What is the purpose of this one-pager?”</li> <li>• Think: What key ideas were highlighted in the lecture and in readings?</li> <li>• Quick review? → Focus on the biggest definitions, formulas, and “must-memorize” facts</li> <li>• Connecting ideas? → Add diagrams or flowcharts that show how topics connect</li> <li>• Memory? → Create mnemonics, acronyms, or diagrams that jog your memory</li> </ul>	<p style="text-align: center;"><b>Step 2: Organize Content</b></p> <ul style="list-style-type: none"> <li>• Go through lecture notes, slides, and the textbook</li> <li>• Highlight keywords, formulas, and main ideas</li> <li>• Sort into categories: <ul style="list-style-type: none"> <li>➢ <i>Definitions/terms</i></li> <li>➢ <i>Processes/steps</i></li> <li>➢ <i>Formulas/calculations</i></li> <li>➢ <i>Key examples</i></li> </ul> </li> </ul>
<p style="text-align: center;"><b>Step 3: Organize the Layout</b></p> <p>Think visually and logically; here are some student-tested formats:</p> <ul style="list-style-type: none"> <li>• Column layout: 2–3 columns, with subheadings highlighting each category</li> <li>• Flowchart style: for step-by-step processes</li> <li>• Comparison table: perfect for pros/cons, similarities/differences</li> <li>• Mind map: shows how concepts connect</li> </ul>	<p style="text-align: center;"><b>Step 4: Add Memory Triggers</b></p> <ul style="list-style-type: none"> <li>• Colors guide: for example:  <i>red</i> = <i>definitions</i>,  <i>blue</i> = <i>numbers</i>,  <i>green</i> = <i>examples</i></li> <li>• Mnemonics &amp; acronyms</li> <li>• Diagrams: a sketch of a cell, chart, or flow arrow can save 5 lines of text</li> <li>• Boxes &amp; highlights: emphasize tricky information you always forget</li> </ul>
<p style="text-align: center;"><b>Step 5: Keep it Concise</b></p> <ul style="list-style-type: none"> <li>• Use bullet points</li> <li>• Replace words with symbols</li> <li>• Use short phrases instead of sentences</li> </ul>	<p style="text-align: center;"><b>Step 6: Test How Well It Works</b></p> <ul style="list-style-type: none"> <li>• Cover up your main notes—can you explain a topic with only your summary sheet?</li> <li>• If yes → it works!</li> <li>• If no → add more information until it makes sense...</li> </ul>