

CORNELL NOTE-TAKING STRATEGY

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

Which option below do you find easiest to read/ review?

OPTION 1:	OPTION 2:	
<ul style="list-style-type: none">• Escalation of commitment is the tendency to repeat an apparently bad decision or allocate more resources to a failing course of action• Costs different organizations and governments a lot of money in spite of clear warnings, i.e. “The Concorde Fallacy”• Organizational behaviour scholars have identified several reasons for this, including: self-justification, gambler’s fallacy, perceptual blinders, and closing costs• Self-justification: don’t want to be seen in a negative light• Gambler’s fallacy: underestimating the risk or overestimating the probability of success• Perpetual Blinders: not seeing the problem soon enough• Closing costs: large financial penalty for terminating a project• Minimize escalation by separating decision choosers and evaluators• Establish a breaking point or pre-set level• Have systematic and clear feedback• Have several people involved	<p>What is Escalation of Commitment?</p> <p>What causes it?</p> <p>What are ways to minimize its impact?</p>	<p><u>Evaluating Decision Outcomes (2) Escalation of Commitment</u> Definition: Continuing a bad decision, or giving more resources to a failing project or course of action.</p> <p><u>Causes of Escalating Commitment (4):</u></p> <ol style="list-style-type: none">1. Self-Justification (saving face)2. Gambler’s Fallacy (underestimate risk or overestimate success)3. Perceptual Blinders (don’t see problems quickly)4. Closing Costs (too costly to drop out of project) <p><u>Ways to Minimize Poor Decision Outcomes:</u></p> <ol style="list-style-type: none">1. Separate decision choosers from decision evaluators2. Establish a preset level at which a decision is dropped or re-evaluated3. Find a source of systematic/ clear feedback4. Have several people involved

If you chose Option 2, then you chose the Cornell Note-Taking method. **The Cornell Method of Note-taking provides a systematic format for condensing and organizing notes without laborious recopying.**

Method

- Divide your paper with a 2 ½ inch margin on the left, leaving a 6 inch area on the right, in which to take notes;
- During class, take down information in the 6 inch area;
- When the Professor moves to a new point, skip a few line before continuing your note-taking;
- After class, complete phrases and sentences as much as possible;
- For key words or phrases, write a cue on the left, 2 ½ margin.

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Your notes would then look something like this image, below:

<u>Title of Topic</u>	
Keywords or Phrases • (Write Cues Here) •	Main Body of Notes • During Class, take down information in this 6 inch area •
Summary <input type="checkbox"/> After class, use this space (bottom 2 inches of page) to summarize the notes you took during the lecture.	

Example

<u>Title of Topic: How to use the Cornell Method of Note taking</u>	
Keywords or Phrases What is the Cornell Method of Note-Taking?	Main Body of Notes <input type="checkbox"/> The Cornell Method of Note-taking provides a systematic format for condensing and organizing notes without laborious recopying.
Method	<input type="checkbox"/> Divide your paper with a 2 ½ inch margin on the left, leaving a 6 inch area on the right, in which to take notes; <input type="checkbox"/> During class, take down information in the 6 inch area; <input type="checkbox"/> When the Professor moves to a new point, skip a few line before continuing note taking. This gives you some space to return to your notes, and add anything that may have been missed, later; <input type="checkbox"/> After class, complete phrases and sentences as much as possible; <input type="checkbox"/> For key words or phrases, write a cue in the left, 2 ½ margin; <input type="checkbox"/> After class, use the bottom 2 inches of the page to summarize notes taken on the page above.
Advantages	<input type="checkbox"/> Organized and systematic for recording and reviewing notes; <input type="checkbox"/> Easy format for pulling out major concepts and ideas; <input type="checkbox"/> Simple and efficient; saves time and effort. "Do-it-right-in-the-first-place" system.
When to Use	<input type="checkbox"/> In any lecture situation
Summary <input type="checkbox"/> After class, use this space (bottom 2 inches of page) to summarize the notes you took during the lecture.	