

Peak Performance

Chapter 4 - Active Listening and Note Taking

- I. Listening to the Message**
 - A. Active Listening Strategies
- II. Note Taking**
- III. Recording the Message**
 - A. Formal Outline
 - B. Creative Outline
 - C. Mind Map
 - D. Mind Map Template
 - E. Cornell Method
 - F. Combination Note-Taking System
- IV. Note-Taking Strategies**
- V. Assessment and Review**