# How to take CORNELL NOTES for ASB

There are four steps. The first letter of each spells the word “EPIC.” Do your notes in this order:

1. **E**quip your paper.
2. **P**ay attention/take notes.
3. **I** know, I wonder: Ask good questions.
4. **C**apture the moment; reflect on the meeting.

## Equip your paper

- Make a line going down the page about a third of the way in from the left margin.

### Meeting Focus (Essential Question):

- Prom themes, Spring carnival, Club Rush Day

## Pay attention/Take good notes

This means you’re going to re-read your notes, highlight, and underline. After that, you’re going to make questions about your notes and put these questions in the left-side column.

This is where you really start learning and solidifying your part of the coming event or task.

## I wonder/I know; Ask good questions

Your notes should be on the agenda of the meeting; the input of the other officers, coming events and dates, etc.

## Capture the moment/reflect on the meeting; What are your goals for the week?

At the end of your notes (not the end of every page, but the end of the session of notes), write a good paragraph summarizing your goals and responsibilities coming out of this meeting.
REVENGE OF THE NERDS: Organizational Skills make Better Leaders

Marciano Flores, M.Ed.
REVENGE OF THE NERDS: Organizational Skills make Better Leaders

Marciano Flores, M.Ed.
"I’m here about the details."
Where to begin...

We all need to remember one thing...

The Devil is in the details

“I’m here about the details.”
Organizational Skills

It's important to train ourselves as leaders to stay organized from the beginning.
Binders for All

- Setup binders for each officer
  - planners
  - notepaper
  - pockets
- 3-hole punch available

- If your school has school-wide binders, enable a section of the school binder for ASB
Important Information

each schedule, special schedule, class list, backpack list, transportation, etc...
Setup binders for each officer
- planners
- notepaper
- pockets
- 3-hole punch available

- If your school has school-wide binders, enable a section of the school binder for ASB
Notetaking

- Empower yourselves toward college readiness while maintaining organized leadership
- Use Cornell Notes for your meeting, committee roundups, and classwork
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Don't forget... GOOGLE DOCs!

- It easy to set up so you and your fellow leaders can make your plans and share with each other an online document or worksheet.
Communication

Detailed and often; using all technology available
REMIND (formerly REMIND 101)

- great app for sending text messages to your group(s); with or without responses
- schedule messages to be sent later
- limited characters similar to Twitter
Similar to Twitter.

WCPA LEADERSHIP
@wtfplk

Announcements
13 participants

To: WCPA LEADERSHIP
Select classes

Type your announcement to WCPA LEADERSHIP

Attach file
Schedule
Translate

Send

1 scheduled announcement

Mr. Flores

Spirit Week starts on Monday 2/8. Dress to impress in your best SPORTS GEAR!

February 7, 2016 at 6:05 PM • Sending to 2 classes

OWNER
Mr. Flores
Mr. Flores would like you to join WCPA LEADERSHIP!

To receive messages via text, text @wlfpk to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @wlfpk'.

Trouble using 81010? Try texting @wlfpk to (323) 568-1066 instead.

Or to receive messages via email, send an email to wlfpk@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.
Class, Outlook or Google Calendar

Wall Calendar
- Laminated version: reusable
- Student-made: colorful, easy to make

Outlook Calendar
- Many schools use MS Outlook for email
- Additional Calendars can be created and shared among colleagues

GOOGLE calendar
- Many students and advisors have Google accounts
- All Google apps can be synced through their Google accounts
Wall Calendar
  • Laminated version: reusable
  • student-made: colorful, easy to make
Outlook Calendar
• Many schools use MS Outlook for email
• Additional Calendars can be created and shared among colleagues

GOOGLE calendar
Many students use calendar
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Morning Duty; WCPA</td>
<td>FAFSA Due Date; Stephanie Flores</td>
<td>Morning Duty; WCPA</td>
<td>CADA State Convention; Grand Sierra Resort, Reno, NV; Marciano Flores</td>
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<tr>
<td></td>
<td>WCPA Payday; Wonderful; Marciano Flore</td>
<td>Morning Duty; WCPA</td>
<td>Morning Duty; WCPA</td>
<td>UOPx Payday; Marciano Flores</td>
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<td>7 AM</td>
<td>Human Physiology - Lecture</td>
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<td>Human Physiology - Lecture</td>
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<td>PAC 144; Mathew Flores</td>
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<td>10</td>
<td>Mathew Flores</td>
<td>Mathew Flores</td>
<td>Mathew Flores</td>
<td>Mathew Flores</td>
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</tbody>
</table>
| 11     | Introduction to Ada | MS ASB meeting; Room 28 | Introduction to Ada | BTSA meeting B. Torres; Room 28; Marci-
| 12     | PE/Intramural F | Wolfpack meeting | PE/Intramural F | Wolfpack meeting |
|        | Room 28; Marci-
|        | 28 | Room 28; Marци-
|        |        |        |        |        |
be created and shared among colleagues

GOOGLE calendar
  • Many students and advisors have Google accounts
  • All Google apps can be synced through their Google accounts
<table>
<thead>
<tr>
<th>Time</th>
<th>Mon 2/29</th>
<th>Tue 3/1</th>
<th>Wed 3/2</th>
<th>Thu 3/3</th>
<th>Fri 3/4</th>
<th>Sat 3/5</th>
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<tr>
<td>2pm</td>
<td>Biomechanics</td>
<td>Biomechanics</td>
<td>CADA State Convention</td>
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<td>CCSS Conference 2016</td>
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Facebook, Instagram & Twitter

- Designate council officer to monitor social media sites
  - possibly President or Social Media commissioner
- Maintain log of all posts
  - hold council accountable for "best practices"
Facebook, Instagram & Twitter

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WCPA Middle School Wolfpack
Education

3 people like this

View Pages Feed
See posts from other Pages

Invite friends to like this Page

Reach people nearby

WCPA Middle School Wolfpack
1 February at 14:34 ·
PSSST...

WCPA IS HAVING A SPRING CARNIVAL!

medina_1928, sniper7804, sadie_m_80 and queen_saldana like this
wcpa_wolfpack Be ready!! Wonderful College Prep is preparing for its Spring Carnival!

More information coming soon!
Wolfpack @WCPAMidSchool

*Delano, CA*

**Tweets**

- 7 Tweets
- 5 Followers
- 2 Likes

**Tweets & replies**

Wolfpack @WCPAMidSchool · 3h
Enjoy your Super Bowl Sunday tomorrow! Remember we DO have school on Monday 2/8 and our Spirit Week starts that day!

Wolfpack @WCPAMidSchool · Feb 1
Be ready!!

**Who to follow**

- John Legere @JohnLegere
- 🏆 Follow
- 23ABC News @23ABCN
- 🏆 Follow
- Cody Kessler @CodyKe
- 🏆 Follow
Facebook, Instagram & Twitter

- Designate council officer to monitor social media sites
  - possibly President or Social Media commissioner
- Maintain log of all posts
  - hold council accountable for "best practices"
WCPA Wolfpack Social Media Log

**All posts will be logged in order to track our social media and maintain best practices with our postings**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Time</th>
<th>Social Media:</th>
<th>Posts: describe pictures; actual text of Tweet or post; event information, etc.</th>
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Empowered Suggestions

Empowering ourselves as student leaders through team efforts at being organized
Meetings
- Agenda
- Robert's Rules
- Begin on time; End on time
- Everyone bring their binders and planners
- Everyone takes notes (not just ASB Secretary)

Teamwork
- Hold each other accountable
- President and/or advisor follow-up on assigned tasks, including note-taking, calendar/planner updates
KEEP CALM AND NERD ON

© 2013 KeepCalmStudio.com
Questions?

Marciano Flores
Middle School Activities Director
Wonderful College Prep Academy
CADA Area C Council

marciano.flores@wonderfulcollegeprep.org
REVENGE OF THE NERDS: Organizational Skills make Better Leaders

Marciano Flores, M.Ed.
Social Media Log

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