

Advanced Information Sheet

XGI Publications Presents

"Effective Note-taking" The guide to fast effective note-taking

TITLE Effective Note-taking

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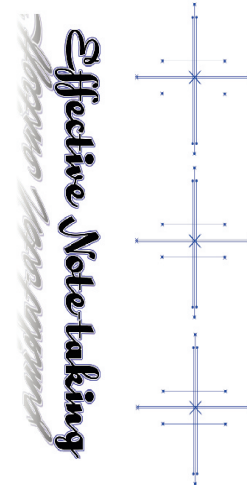
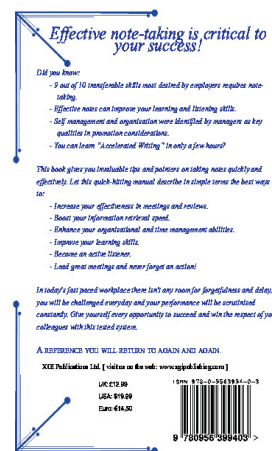
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AVAILABILITY Gartners, Publishers Website



Who will read this book? This book fills the need for up-and-coming managers, students or anyone, who needs training in information recording and retrieval.

What is covered? This book gives you invaluable tips and pointers on taking notes quickly and effectively. It will teach the reader skills in Accelerated Writing and describes in simple terms how to effectiveness in meetings and reviews. It will boost information retrieval speed.

Using this book the reader will get enhanced time management and organisational skills. It teaches the user how to become an active listener. Nine out of

ten transferable skills most desired by employers requires note-taking. Therefore effective notes can improve learning and listening skills.

What is included? This book includes a number of tables which show standard abbreviations and is a reference guide for the user after they have read the book. It gives tips on how to select the best pen. It shows the reader how to create mind mapping notes as well as traditional notes. It shows techniques for reviewing notes and retaining information.

It gives a number of guidelines that will allow the reader to become well organised and self managed two qualities that were

identified by managers as key promotion considerations.

The Author? Rick Dearman has used and developed these methods outlined here throughout his career. Mr. Dearman, an IT Executive, uses this systematic repeatable process for note-taking, and shares his skills in time management and motivation with the reader.