**Career Research and Decision Making Note-taking Guide**

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| **Put only key words and phrases in this column.** | **Go into more detail in these boxes. Bullet points are your friend.** |
| **Big Takeaway** | **Place the main idea here. More than one 'big take away'? Great. Add 'em. Keep it short and sweet.** |
| **Little Takeaways** | **Nail down the important bits of information, like sub-topics and sub-points, that make up the big idea.** |
| **Keeping it Real** | **What makes this information important and why would someone want you to read and remember this?** |
| **Picture Time** | **If you can, draw a diagram or other graphic that will help you remember the most important parts of what you just read:** |