

Purpose	Form of notes
Record facts/characteristics	Concise prose
Build from various sources	List
Organise	Flow diagram
Summarise	Block note
Draft an essay	Mind map
Analyse	Annotating + highlighting
Plan	Spray diagram
Add to existing notes	Spider diagram
Show process/development	Portfolio
Record different point of view	Sketch
Make certain aspects of existing notes, stand out	Starburst notes
Revise	Minutes
	Handouts
	creative patterns
	Ideas map