Cornell notes template

Capture one lesson or training topic, then test what you remember. Use the right column first, add cue questions, and write a short summary.

Topic _____ Date _____

Course or session _____ Source or version _____

Cues and questions	Notes and examples

Summary in your own words

Review date _____ Gap to correct _____

Next review _____ Cover notes and summary. Answer cues, then check.

Method reference: Cornell Learning Strategies Center

Original ysamphy.com layout. Print this page for a fresh sheet. Examples follow.

WORKED EXAMPLE 1 | FICTIONAL COURSE SCENARIO

Opportunity cost

Topic: Introductory economics | Session: Lesson 2
Purpose: Identify the best alternative forgone when choosing.

Scenario: one 60-minute study window. Each option takes the full hour. The invented preference order is mock exam, flashcard review, recorded lecture. This is not a recommendation about which study activity to choose.

Cue question	Notes to check
What is opportunity cost?	The value of the best alternative you give up when choosing.
Which resource is limited?	One 60-minute study window. Only one of these hour-long activities fits.
What is the next-best option?	Preference order: mock exam, flashcard review, recorded lecture. Choose the mock exam; the opportunity cost is the value of the flashcard review forgone.
Why not add both alternatives?	You could not do both in that hour. Compare the chosen activity with the best available alternative.
Can a free activity have a cost?	Yes. Even with no fee, that hour cannot be used for the next-best activity.

Summary

A choice uses resources that could have served another purpose. With only one hour available, choosing the mock exam gives up the value of the next-best option, flashcard review. The lack of a fee does not remove that time trade-off.

Review and next step

Illustrative first check: counted both rejected activities. Correction: identify the best alternative available, not their combined value. Next review: choose a date, then change the preference order and identify the new opportunity cost.

Apply it

If the recorded lecture ranks above flashcard review, what is the opportunity cost of choosing the mock exam?
Answer key: the value of the recorded lecture forgone.

Concept reference: Federal Reserve education lesson on scarcity and opportunity cost

The scenario and review mistake are illustrative, not reported student results.

WORKED EXAMPLE 2 | FICTIONAL WORKPLACE SCENARIO

Support ticket handoff

Topic: Transferring a practice ticket | Session: Training exercise
Purpose: Explain the handoff requirements and test them on a new sample.

These requirements are invented for this exercise. Use your organization's current approved process for real work. Do not enter private customer information in a general-purpose practice sheet.

Cue question	Notes to check
What must the handoff contain?	In this fictional exercise: the issue, checks already tried, the current owner, and the next action with its deadline.
What is the next action here?	Send the sample ticket to the training queue. Ask the receiving trainee to check the reproduction steps by 3 p.m.
When is the handoff complete?	For this exercise, when the receiving trainee acknowledges the ticket and the next action.
What if nobody acknowledges it?	Ask the trainer how to proceed. Do not invent an escalation route or assume the transfer succeeded.

Summary

In this practice exercise, sending a ticket starts the handoff. The receiving trainee must acknowledge both the ticket and the next action. If that acknowledgment is missing, check with the trainer rather than treating the transfer as finished.

Review and next step

Illustrative first check: remembered the issue and next action but missed the receiver's acknowledgment. Correction: state the completion condition. Next review: choose a date and explain that condition before looking.

Apply it

Write a handoff for a different sample ticket. Check the issue, checks already tried, current owner, next action and deadline, and the receiving trainee's acknowledgment. Ask the trainer to review the exercise if anything is unclear.

Recall supports preparation; it does not replace required references, approvals, or supervision for consequential work.

Original fictional training scenario by Samphy for ysamphy.com.