Colour Coding Tips

- Check out these ways to use colour as an easy way to convey information in your class notes, study materials, calendar and more!
- Remember, there is no right way when it comes to using colour, find a system that works best for you and your learning.
- Got an idea on how to use colour? Tell us about it at learning@uvic.ca.

To Do Lists

- As the semester gets going, more and more things come up that need to get done. Using colours can help keep track of all these tasks.
- Signify what needs to get done on the list by using colour to indicate priority.
    - For example: Red needs to be done ASAP, orange is stuff that needs to get done soon, green items you can worry about once everything else is done.
- Colour code the list based on what the item is. Items from each course can be one colour, if you work, that can be a different colour, etc. That way you can make sure you've included everything that needs to be done.
- Quick Tip: Having difficulty remembering what the colours mean? Have a legend in the corner.

Figures and Diagrams

- Figures and Diagrams can be hard to read and understand, but they can hold a lot of necessary information you need to learn. Colour can help!
- Colour the different elements of the diagram so that you can easily see all the parts.
    - Match the colour of the different elements in the diagram to the colours in your notes to be able to easily review them later.
- You can colour the various parts based on how they are connected and related to one another. This can help you better understand the connection between the pieces.
- If there are multiple figures with similar components, use the same colours for all of them so you can see how the parts fit across figures and diagrams.

Cue Cards

- Tired of boring white cue cards for studying and remembering important information? Get a rainbow pack and use those different colours to your advantage!
- Use different colours for different types of information you need to learn.
    - Terms, key people, historic events, equations, etc.
    - Or use a different colour for each course if using cue cards for more than one course.
- Or use the different coloured cue cards based on which chapter the material is from so you know what you need to review later.
- You can also use colour to signify how important the information is to know, so you can make sure you focus on the most important information first!

Notetaking

- Notes with monotone text can make it hard to pick out the important information.
- By added colour you can...
    - Identify different types of information you need to remember or study.
        - Example: terms can be purple, theories can be blue, etc.
    - Have a colour to look for when making notes that signifies key information to review later.
        - You can have a specific colour for potential test questions.
- Use different coloured notebooks for your notes so you can easily remember which notebook is for which class (or you can print on coloured paper if you don't use notebooks).
- Don't over do it with colour (try to limit yourself to five or so). Too much colour can be distracting.

Calendars

- There are many ways you can add colour to your calendar to help keep track of everything:
    - You can make each course a different colour
        - Match this colour with the binder/notebook for the course so you can remember which notebooks to bring to classes for the day.
- Applying colours to items/tasks can help you see how you are dividing your time in a week/day/month and if your time needs to be shifted and where.
- Use colour for different levels of importance in your calendar.
- Or use one colour for consistent things in your calendar, and different colours for particular events or appointments in the week so they stand out on the page.

Highlighting

- What is your highlighting style? Do you use just one colour? Do you highlight the whole page?
- Have you tried:
    - Using different colours for different types of information (e.g. pink can be key terms, yellow can be dates, and green can be people)
    - Highlighting with different colours to signify how important the information is (e.g. orange is really need to know stuff).
    - Highlight based on action needed (e.g. yellow = review later, green = memorize now)
- Remember: Using the right amount of highlighting is essential. Only highlight what's most important. You don't want neon pages.

Written Assignments

- You can use colour to identify where the information comes from.
    - Points from lecture can be pink, from a text in blue. This can also help later for referencing.
- Colour the various parts of the assignment while writing to ensure you have all the required parts (e.g. introduction, discussion, references).
- You can colour code each paragraph to make sure you have all the important components (e.g., blue for topic sentences, green for supporting details) in each.
- Colour code editing stages. Sections that need a lot of editing are red, less editing can be green.
- Ever find you use the same word over and over in a paper? Use colour to highlight those repeating words to see how often you use them to make sure you aren't using them too much.

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