

# Campus Academic Resource Program

## Note-Taking, Time Management, and Self Care

This handout will:

- Discuss the purpose of note-taking.
- Explore the different styles including annotating, outlining and Cornell method.
- Practice the styles of note-taking
- Highlight the benefits of efficient time management.
- Provide different templates and strategies for managing your time.
- Offer a guide for breaking down projects.
- Highlight the importance of consistency.
- Define different forms of self-care.
- Assist you in creating a new self-care plan.

### **The Purpose of Note-Taking**

Note-taking is the process of engaging in source material through a written format. This format can be either handwritten or typed. Note-taking includes your comprehension, thoughts, and analysis of the material. Three methods of note-taking that will be discussed in this workshop are: annotating, outlining, and the Cornell method. The information below will detail these styles and allow you to practice them.

Annotating:

- Annotating is the process of taking notes in the margins and over the text (underlining or highlighting words)
- This method is intended to help you:
  - Clarify: Translate material into familiar terms. Ask yourself summary questions.
  - Analyze: Examine and evaluate concepts. What do the statements in the text mean?
  - Relate: Make connections between concepts. How do these statements apply to your department, other classes, outside interests?
  - Emphasize: Highlight key ideas. Focus on the central concepts reiterated in the text.
  - Summarize/Paraphrase: Restate main points in your own words. Form concise conclusions based on the previous annotating steps.
- How to annotate: The three-step plan
  1. Identify a key point or idea in the text
  2. Underline or highlight that key point or idea
  3. Write in the margins
    - Explanatory notes
    - Summary/Paraphrase
    - Questions
    - Draw connections between related ideas

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Activity #1: Read this excerpt from Cole Swensen's "Artist's Statement" in the anthology *Lyric Postmodernisms*. In the margins of the page, annotate the excerpt to answer the following questions:

- What is the main idea/topic of this excerpt?
- What is Swensen's position on language as way to create meaning and sense?
- In Swensen's view, how can poetry and the arts address situations when sense begins to break down?
- Do you agree/disagree with Swensen? Why?
- What sections are confusing to you? What questions do you still have regarding this text?

From "Artist's Statement" in *Lyric Postmodernism* by Cole Swensen

Poetry allows us to throw into question precisely what daily living forces us to accept as given—language, and thus all that it constructs. Which some argue is everything. At the very minimum, poetry allows us to question (as in "to interrogate" as well as in "to doubt") meaning and sense, their relationship and their limits.

The very point where sense begins to break down is also where it begins to open out, and I find that I'm often trying to get right to that point and then project a little beyond. Daily language comprises of a stable field of communally agreed-upon sense, but out toward its edges, when language is used in unusual ways, that stable field begins to break up; it gets fissured through with gaps where no sense, or non-sense, takes its place.

During most of our lives, we simply ignore the gaps in sense, but poetry can use language in a way that brings them to our attentions. And once they've come to our attention, we start to notice that new things, new kinds of sense, accrete in them. These points of breakdown, these gaps, are not found just by art—they're also found by violence and war, by love, wonder, and fear—by an experience that takes us to the unique. But I think the arts are particularly able to mold new accretions in constructive ways.

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### Outlining:

- Outlining is the process of creating a “road map” from information in a book, class presentation (lecture), or any other source material. This “road map” provides a reference tool for yourself so you can retrace the material and any questions you had or currently have.
- Outlining is a helpful strategy for writing papers and can be used in conjunction with other methods explored in this workshop.
- Outlining helps you create an organized framework for constructing an argument. It also provides an example of how an argument can be effectively developed.
- Guidelines for composing successful outlines include:
  - Locating main points/topics
  - Looking for section headers/topic sentences
  - Identifying supporting topics
  - Definitions, explanations, or analysis by the author
  - Finding specific examples/evidence
  - Specifying details that illustrate the examples or evidence described by the author

### Example of an outline:

- I. Main subject
  - a. Main point 1
    - i. Supporting Topic 1
      - 1. Examples/Evidence
      - 2. Examples/Evidence
  - b. Main point 2
    - i. Supporting Topic 2
      - 1. Examples/Evidence
      - 2. Examples/Evidence

Activity #2: Create an outline of Swensen’s excerpt from activity #1. Use the template below.

- I. Main subject: \_\_\_\_\_
  - a. Main point 1: \_\_\_\_\_
    - i. Supporting Topic 1: \_\_\_\_\_
      - 1. Examples/Evidence: \_\_\_\_\_
      - 2. Examples/Evidence: \_\_\_\_\_
  - b. Main point 2: \_\_\_\_\_
    - i. Supporting Topic 2: \_\_\_\_\_
      - 1. Examples/Evidence: \_\_\_\_\_

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2. Examples/Evidence: \_\_\_\_\_

\_\_\_\_\_

The Cornell Method:

- The Cornell Method was created by a professor at Cornell University and divides note-taking into organized sections.
- The key sections of the Cornell method are: the central idea (the “cue column”), information and analysis (the “record column”), and summary.
- The Cornell Method allows you to check for your understanding of a topic and engage with important concepts.
- The Cornell Method’s layout provides space for you to ask questions about the concepts and additional space to respond to those questions. The layout also offers an organized template to review and study your notes.

Example of the Cornell Method template:

Cue column:	Record column:
Summary:	

Activity #3: Use the Cornell Method template above to take notes on the Swensen excerpt from activity #1.

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## Time Management

“If you fail to plan, you are planning to fail.”-Benjamin Franklin

Learning to efficiently manage your time is one of the greatest skills you can acquire that will help you throughout college and in life. Doing so allows you to accomplish your goals with less stress while allowing you make time for the essential self-care necessary to keep you healthy. There are a variety of ways to manage your limited time; the following will discuss helpful templates for managing a long-term and short term schedule. Each template can be kept in electronic or paper form. Your choice of form will be based on your personal preference and efficiency.

Monthly:

Using a monthly calendar provides an overview of upcoming dates to help you plan ahead. Here you can mark a variety of things such as upcoming deadlines, test dates, as well as social events and birthdays. Keeping a monthly calendar serves as a helpful reminder that allows you to prepare in advance and prevent overlap in commitments. A monthly calendar also helps you stay on top of important deadlines for your classes.

**MONTH-AT-A-GLANCE BLANK CALENDAR**

MONTH _____						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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#### Weekly:

A weekly calendar can be easily kept in an agenda or through electronic devices such as your phone, laptop or tablet. While it also provides you with an overview of your week, it also allows you to include more details. For example, while you may also be able to write the deadline for an essay due Friday on your monthly calendar, in a weekly calendar you can also include specific time allotted for brainstorming, researching, creating drafts, proofreading, and finalizing your paper.

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

#### Hourly:

If you ever feel like you spend hours in the library without getting enough done, it is not necessarily because you are not working hard enough. Learning how to effectively split up your study time is key to boosting your productivity.

There are several helpful tools, such as the Pomodoro Timer, that have been used for decades for effective time management. This tool, and others like it, allow you to set work intervals designed for uninterrupted work followed by short breaks in between. The traditional Pomodoro timer is set up with twenty-five minute work segments with your choice of five or fifteen minute segments for breaks. However, other timers allow you to customize these intervals.

It is important to recognize that these methods are not for everyone. You may find that the breaks throw off your work flow or that you are perfectly comfortable with your current time management practice. Nevertheless, you might find these methods helpful especially if you find yourself often distracted, overwhelmed or cramming for so long that you eventually hit a wall. The purpose of the timers is to increase quality work time by allowing you to remain refreshed, focused and motivated.

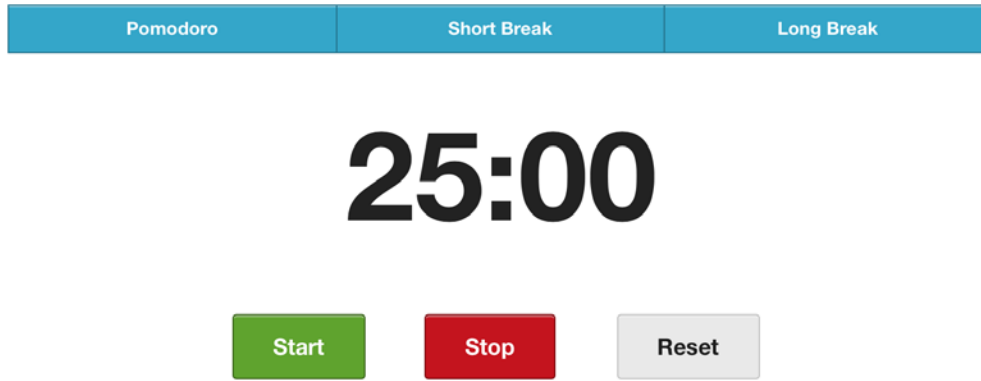
Below are links to a several of these timers:

- <http://tomato-timer.com/>
- <http://www.marinaratimer.com/>

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*Example of a Pomodoro Timer*



## Breaking Down a Project:

Oftentimes, projects can seem overwhelming and stressful when looked at as a whole. Combined with a seemingly distant future due date, it is easy to see why procrastination is a common issue. However, breaking down the project into smaller parts and setting aside time for them facilitates the process. The following chart provides a template designed to prevent procrastination.

### Breaking Down a Project into Manageable Parts

#### Steps to Complete the Project

Steps	Estimated Time

#### Steps for Completing the Project in a Week

	Steps	Time	Completed
Monday			
Tuesday			
Wednesday			

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Thursday			
Friday			
Saturday			
Sunday			
Monday			

### **Activity # 4:**

Consider the following questions that apply to you regarding time management.

Are you satisfied with your current time management plan? Is there an organization method you recommend that was not mentioned above? Do you plan on using any of the methods mentioned above? Do you plan on using electronic or paper methods of time management?

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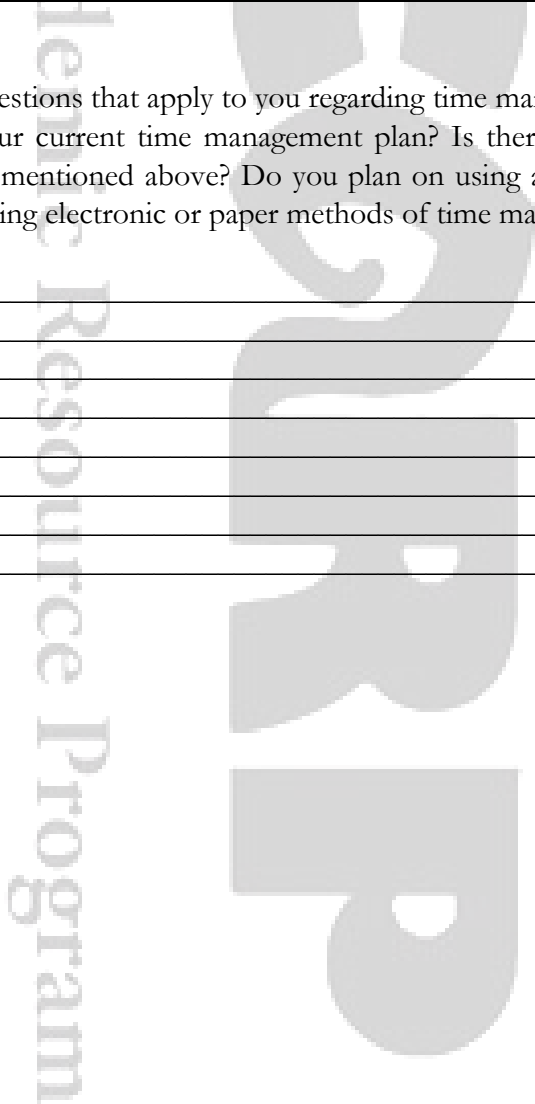
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#### Self-Care

“You cannot pour from an empty cup. Take care of yourself first.”- Anonymous

Your efforts and intentions have already put you on the right path towards improving your self-care habits. Although there are many obligations and responsibilities you must attend to in our day to day lives, it is important to remember that not one is more important than your well-being. This does not mean that your self-care routine will always be flawless. You are only human and sometimes you will lose sleep over an assignment or social event, but it is important to know yourself and remain balanced. Consistency is key in getting the most out of your self-care efforts. Integrating small healthy habits into your day to day life can be more effective than devoting a whole day to relaxation.

#### Types of Self-Care

“Caring for myself is not self-indulgence, it is self-preservation and that is an act of political warfare.”- Audre Lorde

Self-care can be identified in a variety of ways. This handout acknowledges the different parts of the self and takes a holistic approach. We will be focusing on **physical self-care, psychological self-care, emotional self-care, spiritual self-care, relationship self-care and academic/professional self-care.**

#### Physical Self-care

“It is health that is real wealth and not pieces of gold and silver.” -Mahatma Gandhi

In this life, you only get one body and it is your most valuable tool. It not only allows you to maneuver through life but it also greatly impacts your state of mind. Your body is constantly evaluating your state of wellness and letting you know what it needs. Learning to listen to your body is essential if you want to remain healthy throughout your life. Eating well, staying hydrated, sleeping well and being in motion are the basic essentials for taking care of your body.

#### *Nutrition*

“The food you eat can either be the safest and most powerful form of medicine or the slowest form of poison.”- Ann Wigmore

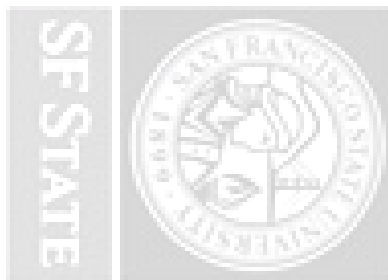
The foods you consume immediately and directly affect the way you feel, whether you are conscious of it or not. Keep in mind that everyone has different backgrounds and bodies, so there is not one correct diet and way to eat. However, neglecting certain food groups, vitamins, minerals or nutrients can greatly affect your mood and well-being. If you feel like you are not well informed about proper nutrition, just know it is never too late to start. San Francisco State University offers free, private appointments with a registered dietitian/nutritionist in the nutrition clinic who can discuss the following:

- weight management

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- digestive disorders
- diabetes
- blood pressure management
- eating disorders
- vegetarian diet
- cholesterol education
- nutrition assessment
- other nutrition-related topics



For more information on making an appointment visit <http://wellness.sfsu.edu/nutrition-clinic>

### *Hydration*

“Water is the driving force of all nature.” - Leonardo da Vinci

One of the easiest and simplest ways to take care of yourself is by drinking enough water. Water consumption is not only essential for our well-being but also for our survival. The average percentage of water in an adult human body ranges from fifty seven to sixty. Although one can survive up to three weeks without food, without water one is not likely to survive more than three days. The effects of water or lack of serve as sufficient motivation.

Effects of hydration	Effects of dehydration
<ul style="list-style-type: none"><li>• Healthy function of cells, organs and tissues</li><li>• Detoxification</li><li>• Maintain organ health</li><li>• Better blood circulation</li><li>• Healthier nervous system</li><li>• Maintains hair growth</li><li>• Assists in maintaining a healthy weight</li></ul>	<ul style="list-style-type: none"><li>• Mood impairment</li><li>• Headaches or migraines</li><li>• Difficulty concentrating</li><li>• Fatigue</li><li>• Impaired physical performance</li></ul>

Staying hydrated does not mean you have to sacrifice other beverages. Sufficient water consumption is intuitive for most: if incorporated effectively into your routine it will feel easy.

Tips for staying hydrated:

- Drink a glass of water upon waking up and before going to sleep
- Invest in a reusable water bottle
- Refill your water bottle periodically
- Drink water when you are thirsty and stop when you are quenched
- Spread out your water consumption throughout the day

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With anything you do, it important to seek balance; too much water consumption can be result in symptoms similar to dehydration. The amount of water you need depends greatly on your body size, activity level, climate and climate you live in. There are many reliable calculators online that will provide you with the exact amount after you input these factors. A good rule of thumb is drinking between half an ounce to an ounce of water for every pound you weigh. For example, if you weigh 150 pounds, you should drink 75 to 150 ounces of water a day.

#### *Motion:*

“It is a shame for a [person] to grow old without seeing the beauty and strength of which [their] body is capable.”-Socrates

Being a part-time or full-time student requires a lot of sitting, whether it be in the classroom, library, desk, or even at work. The harmful effects of sitting can take a toll on your body over time. Experts have discovered that sitting for around eight hours a day has been associated with organ damage, muscle degeneration, leg disorders, back problems, obesity and depression.

Making sure you incorporate motion into your daily schedule is a simple and easy way to keep your body healthy. Being in motion increases your life expectancy, strengthens your bones and muscles, helps you sleep better, reduces your susceptibility to chronic diseases, lifts your mood and increases your quality of life overall. Fortunately, the way you decide on your motion can be entirely customized to fit your preferences.

San Francisco State University and the city itself have an abundance to offer in regards to classes and groups for almost any activity imaginable. It can be a great way to get to know people and explore different interests. SFSU offers the following:

- Track and Stadium
- Soccer Fields
- Tennis Courts
- Free gyms
- The Village Fitness Center
- Free access to pool
- Swim Lessons
- Intramural Sports
- Sports Club
- Dance Clubs
- Group X Classes
- Classes for School Credit

For more information and details on campus recreation opportunities visit:

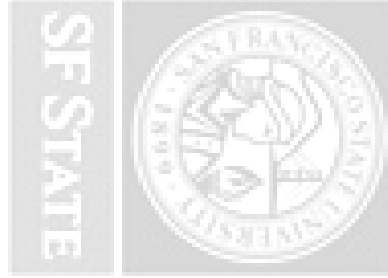
<http://www.sfsu.edu/~recsport/index.html>

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You may already have found your motion and are satisfied with the way it fits your lifestyle but if not, below are a few more suggestions:

- Walking/biking to school
- Skateboarding
- Playing catch
- Frisbee
- Yoga/Pilates
- Ultimate Frisbee
- Rock climbing
- Hiking



Other factors to consider:

- Is there a sport/activity you have enjoyed playing in the past?
- Do you prefer to exercise individually or with a group?
- Do you enjoy high intensity and competitive environment or a calmer more relaxed one?
- Does the University offer a group/class of your liking?
- What time of the day do you prefer to exercise?
- Is the activity free or within your budget?

Overall remember that we are beings of different shapes, sizes and abilities. Remember that your motion of choice should not cause you to feel physically or emotionally uncomfortable or unsafe.

*Sleep and rest:*

“Sleep is an investment in the energy you need to be effective tomorrow.”- Anonymous

Research conducted at the Division of Sleep Medicine at Harvard Medical School has shown that sleep plays an important role in our immune function, muscle growth, metabolism, memory, learning, and overall health. As we have all likely experienced at some point, even a single night of neglected sleep directly affects our mind, mood and body’s ability to perform. Over time, the damage absorbed by your body and mind can disturb your quality of life. While caffeine can help you stay alert a bit longer, it does not substitute a good night’s rest. In fact over time, one can become dependent on caffeine to be functional. Part of a self-care routine is valuing your health and knowing yourself enough to not design a schedule which constantly sacrifices sleep.

Here are some helpful tips for getting adequate sleep:

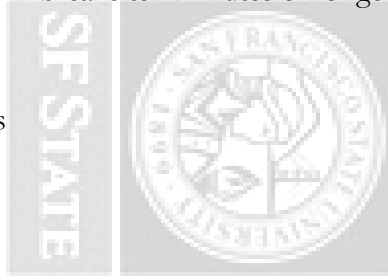
- Create a consistent sleep schedule/routine
- Allow yourself to sleep in on certain days
- If you plan to stay up all night, schedule future rest time
- Take naps if you need them
- Prioritize your well being
- Only take on commitments that you are able to handle

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Remembering to rest throughout your day can keep you balance multiple responsibilities by keeping you refreshed and alert. This can be done in breaks ten minutes or longer and can appear in different forms such as:

- Meditation
- Hanging out with a friend/friends
- Listening to music
- Sitting down to eat a meal
- Relaxing
- Doing something you enjoy



### Activity #5:

Take a moment to consider your current physical self-care practices as well as your new practices.

Current nutrition practice:	New nutrition practice:
Current hydration practice:	New hydration practice:
Current motion:	New motion:
Current sleep and rest practice:	New sleep and rest practice:

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### Psychological/Emotional Self-Care

“The current color of your world is created by your state of mind. It is important to make sure it goes with what you’re aiming to achieve. For example, under the colors of stress and sadness, new neurons will be less likely to form, making it harder for your mind to make connections and memories and thus lowering your learning capability”- Alberto Paredes

“The mind, our most valuable and precious resource, through which we experience every single moment of our life. The mind that we rely upon to be happy, content, emotionally stable as individuals, and at the same time, to be kind and thoughtful and considerate in our relationships with others. This is the same mind that we depend upon to be focused, creative, spontaneous, and to perform at our very best in everything that we do. And yet, we don't take any time out to look after it.”-Mindfulness Expert, Andy Puddicombe, TED 2012

Learning to recognize that your state of mind is not arbitrary allows us to respond to it in a healthier manner. It helps us remember that having a healthy mindset does not necessarily mean we have to be happy all the time. Emotions often encourage change or action and appear according to our current circumstances. Although certain brain chemistries are genetic, emotions generally appear to help you survive and thrive. Emotions can be helpful for a variety of reasons, they can, for example:

- Reveal and point to your body’s needs (e.g hunger, sickness, lack of sleep, nutrient deficiency)
- Guide you towards a fitting lifestyle (e.g environment, career, peers, hobbies, interests)
- Alert you of danger
- Remind you that you are only human
- Help you connect with others on similar journeys

However, sometimes we do not understand our emotions or know how to react to them. Despite the reason, your feelings are real and vary from person to person. Ignoring your feelings or putting them off can lead you to feeling overwhelmed and distracted. There are many constructive ways in which you can digest and work with your emotions, some of the following include:

- Talking with a family member, friend or counselor
- Journaling
- Mindful meditation
- Art expression (music, painting, poetry, theatre, photography, etc.)
- Intuitively reacting
- Scream

San Francisco State University offers free counseling and psychological services for all students. Counseling is offered by licensed professionals to enhance your well-being. Support groups are also offered to help you connect and heal with other individuals experiencing similar struggles.

Fall 2016 groups include:

- Anger Management Group

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- Anxiety and Stress Management
- International Students Support Group
- Lead Your Life to Harmony
- Meditation for Health and Well-Being
- S.A.F.E Space ([http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/))

The Counseling and Psychological Services Center is located in the Student Services Building Room 208. Appointments can be made in person or by phone at (415)338-2208. Spring and Fall semester hours are 8AM to 7PM Monday through Thursday and until 5PM on Friday.

For more information visit their website at: <http://psyservs.sfsu.edu>

### Spiritual self-care

“Spiritual self-care is making sure you continuously clean your energy, balance, and stay on the path of self actualization.” -Alina Ahmed, Student at SFSU

Spiritual self-care practices vary the most compared to other aspects of self-care. Humans from all over the world have been partaking in spiritual practices soon after we acquired language skills. Our different backgrounds, cultures, religion and upbringing have led to a variety of different spiritual care practices.

A spiritual perspective can keep us centered and connected to our purpose. It can make us realize that all humans, nature, and the cosmos are one. It allows us to embrace the unknown and proceed in our journey with faith. Although spirituality can be associated with organized religion and tradition, it is not restricted to them. One may practice spirituality in music, dance, math, yoga, meditation, nature, and any other passions. Some people are greatly moved by spirituality, others live content lives as atheists or agnostics. Ultimately, it is your decision on how much you want to invest in spirituality based on how you feel it benefits you.

### Relationship self-care

“Go where you’re celebrated, not where you’re tolerated.”- Anonymous

In life, you will encounter many other beings, some who you will create bonds with. Relationships can come in many forms such as family, friends, neighbors, coworkers, pets, significant other(s), acquaintances, and more.

Be aware of the people with whom you surround yourself; notice their influence. Healthy relationships consist of mutual love and support. They encourage you to grow and bring out the best in you. They make you feel valued and important. A significant part of self-care is also identifying toxic relationships and realizing that you can distance yourself. Caring for someone does not mean you should let them harm you in any way. Lastly, remember that your relationship with yourself is the most important of all. Treat yourself the way you would treat a good friend.

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### Academic/professional self-care

“Passion is the thing that will help you create the highest expression of your talent.”- Larry Smith, TED 2011

“When you buy something, you're not paying money for it. You're paying with the hours of your life you had to spend earning that money. The difference is that life is one thing money can't buy. Life only gets shorter. And it is pitiful to waste one's life and freedom that way.”-Jose Mujica, President of Uruguay

As a student pursuing your career goals, remember that while a lot of it is hard work and sacrifice, the journey and pursuit should be enjoyable. We encourage you to look out for and take care of yourself in the same way you do in other aspects.

We spend a significant portion of our lives at school and work, so while money is a reasonable incentive, remember that your work should also bring you joy. It only makes sense to make an effort to make your experience a pleasant one. Aligning yourself with groups or institutions whose values are similar to yours and are contributing to a greater cause can provide you with a sense of purpose. Put yourself in an environment where you know you are being challenged and pushed to grow in various aspects. Build constructive relationships with your co-workers and employers by resolving issues in a professional manner as they arise.

A common struggle shared by many students is deciding on a major or career path. It can be overwhelming to make such a big decision. Below are some helpful tips for helping you decide or reconsider your career paths.

#### Tips:

- Research the field you are interested in. Learning about the various opportunities each field offers, potential pay, overall satisfaction and other statistics can facilitate your decision making process.
- Research successful people with your aspiring job title. Consider their steps they took and the experience they sought out before their current career. If possible contact them with questions.
- Remember that you do not have to stick with the same career if it stops bringing you satisfaction overtime. Focus on the present and what you would feel satisfied pursuing at the moment.
- Consider a minor. If you are torn between two different fields, choosing a minor provides the opportunity study both while also making you stand out.
- Meet with an advisor. An advisor can help answer specific questions regarding your major of interests and steps necessary to pursue a specific career. They can provide you with information about the classes you will need and the estimated time it will take to graduate with different majors and minors. There are advisors within each field whom you may meet with. Their email and office hours should be posted on the university's website. For more information on general advising such as walk-in hours you can visit:

<http://advising.sfsu.edu>



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- Consider an internship. Taking advantage of the many internships available is a great way to learn how you truly feel working in that field. Organizations benefit from your work while you gain experience. For more information about seeking an internship visit:

<http://www.sfsu.edu/~career/students/internships.html>

### Activity #6:

Answer the following questions as they apply to your academic/professional well-being.

<p>Current Major/Minor:</p>   <p>Aspiring Career Goal(s):</p> <p>Short term:</p>   <p>Long term:</p>	<p>Prominent figures in your field:</p>
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What is your dream job? What are your passions/interests? What are your priorities?

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What are some steps you can take to ensure you are satisfied with your career goals? What are some interesting classes you can take to help you decide? Are there any organizations you can intern with? Is there someone you can contact who hold a career similar to the one you want?

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