

Taxon level: Phylum Subphylum Class Order (only for Insects)
Habitat / Life style
Support / Skeleton
Movement / Locomotion
Sensory / Nervous System
Feeding / Digestion
Excretion / Osmoregulation
Transport / Circulation
Gas Exchange / Respiration
Life History Reproduction Development
Lab Organisms: Dissected Unusual cases / Weird specimens
Other Features Distinguishing Facts etc.

I suggest taking these titles and creating either a table in Word or a spreadsheet in Excel and comparing these features and topics across the phyla.

The sooner you get your notes organized – and methodically stick to the method chosen to do so (flash cards, table, spreadsheet, rewriting your notes etc,) the easier it will be for you in this course.