Tips for Note-Taking

Strategies for Effective Note-taking:

Important of Good Notes:
1. Forgetting curve
2. 3 steps to good note-taking:
   • Observing
   • Recording
   • Reviewing

Strategies:
1. Come to class prepared!
   • Complete outside assignments
   • Know what to be covered
   • Bring your notebook and pen
   • Sit front and center
   • Review notes from previous class
2. Actively listen!
   • Be aware of wandering minds
   • Pay attention to your writing
   • Pay attention to your environment
   • Let go of judgments
3. Follow the clues!
   • Repetition
   • Listen for phrases that signal something to follow
   • Copy from board or PowerPoint
   • Highlight “this will appear on the exam” examples
   • Pay attention to the instructor’s tone
4. Note-taking 101
   • Cornell Method
   • Mind maps
   • Outline form
   • Notes in paragraphs
   • Key words
   • Picture or diagrams
   • Use standard abbreviations
• Use telegraphic sentences
• Highlight when you catch your mind wandering
• Other best practices:
  o Label and date each page
  o Use only one side of the paper
  o Use 3-ring binder

5. Review, review, review
• Within 24 hours!
• Edit or fix notes
• Note questions you have
• Transfer “exam” information to 3x5 cards
• Summarize with mind maps

6. Some finals notes on notes
• Don’t play the blame game!
• Get to know the instructor
• Apply the same strategies to note-taking when reading textbooks