

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:
 - Label and date each page
 - Use only one side of the paper
 - 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