

1. Develop a note taking system:

Experiment with different ways to take notes. You don't have to take notes the same way for each course subject.

2. Read your textbook before class:

Note taking is easier if you already have an awareness of the material.

3. Keep notes neat and organized:

Make main topics, vocabulary, examples, and important dates easily recognizable on the page.

4. Give yourself space:

Leave room on the page to go back and add more information.

5. Focus on what is important:

Paraphrase what the professor is saying. Always double-check that your wording can be correctly interpreted after the lecture.

6. Create abbreviations:

Use known or your version of shorthand symbols to take notes in lecture quickly, and remember to keep a key!

7. Use colors:

Colored writing products can highlight information such as vocabulary, areas of clarification, drawings, etc.

8. Review, review, review:

Go through your notes as soon as you can after a lecture.

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