**Note-Taking Strategies**

### Read before class
- Take notes as you read; write down any questions you have about the material
- Make connections between notes from reading and from lecture

### Be present
- Attend every class
- During class, sit up front and put away distractions (i.e. cell phone, Social media, etc.)

### Focus on key details
- Don't try to write everything the professor says
- Capture main ideas, key facts, important vocabulary, and major examples
- Pay attention to information on PowerPoints, if they are used

### Pay attention to cues
- Listen for cues during lecture to capture main ideas
- These can include: a pause for emphasis, restating a point, or a change in tone of voice

### Use abbreviations
- Develop a system of abbreviations to make writing notes more efficient
- Keep it legible and make sure you remember what your abbreviations stand for!

### Revise your notes
- Read and revise your notes within 24 hours of class
- Organize your notes in a way that makes the most sense to you
- Create your own study guide from your notes