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