# TOP TEN NOTE TAKING TIPS

## 01. Review Your Notes Before Attending Class

This is one of the most essential study skills you'll develop. You may have been conditioned to think that class is over when the bell rings or the professor has dismissed class. However, class isn't over until you have reviewed your notes. Be sure you **review your notes** before the next class.

## 02. Use Only One Side Of The Paper For Notes



Your notes will be easier to read and understand if you **use only one side of the paper**. Additionally, using the back side of the page provides extra space for adding notes from your textbook or examples when reviewing later.

## 03. Skip Lines!




**Space your notes out!** Don't try to cram an hour lecture on to one single piece of paper. Skipping lines allows room to add information later, clearly differentiates new thoughts, and keeps your notes more readable and organized.

## 04. Listen!



To be a good note taker **you must listen actively.** Challenge yourself to stay on task and listen. If your mind wanders, make a check at the top of your notes and refocus. Make a check each time you catch yourself wandering. For each class, make it a goal to have one less check. You'll get better!

## 05. Take Your Own Notes



In other words, GO TO CLASS! It is difficult to understand another person's notes as well as your own. If you do miss a class, getting another person's notes is better than no notes at all, but do not make a habit of it.

## 06. Discuss Your Notes With Others



While it is important to take your own notes, **it is valuable to talk about your notes with others.** If you have a question, you can clarify them with a classmate, a tutor, or your professor. Comparing notes will force you to articulate in your own words what you have noted down.

## 07. Use Abbreviations Wisely!




Abbreviations are helpful because they allow you to write more in less time. However, **keep your abbreviations simple and consistent**. Consider writing abbreviations meanings in the margin to avoid being confused later on.

## 08. When In Doubt, Write It Down



If information or an example seems easy or obvious, don't fool yourself and neglect to **write it down.** We forget 80% of what we hear after 30 minutes unless we write it down or rehearse it.

## 09. Don't Let Your Opinions Interfere With Your Note Taking



**Focus on the content of the information** and not the way it is being delivered. If you recorded other classmates' or your opinions, be sure that they are clearly identified as such.

## 10. Pay Special Attention To The First & Last 5 Minutes Of Class




The **first five minutes** are important because the professor can give you a good idea of what will be discussed in that class. Use this information as a road map that can help you follow along and listen better. The **last 5 minutes** are critical because the professor may summarize the most important material covered or quickly try to present the main points that they haven't yet presented.