# 3 Stages of Note Taking

## 1. Before Class

-Arrive in class (or in the building) 15-30 minutes before class begins

-Choose a good seat where you can easily see and hear the professor, and not be distracted by others (in and out of the room)

-Review any homework and textbook reading assignments given for that class

-Review notes from previous class to refresh your memory and get your brain primed to take in new information

## 2. During Class

-Watch out for cues from the instructor emphasizing certain material (e.g. change in voice inflection, animated movements, writing on the board). Pay special attention to the first and last 5 minutes of class.

-Listen, think, then write

-Take notes using a consistent, organized system that you developed (It doesn't have to be the same for each class—let the professor's lecture style be your guide. Some classes are more conducive to outline style, some to a narrative style, and some to "mind/model mapping" (see reverse side)

-Develop your own shorthand system using abbreviations and symbols

-Participate in class and ask questions

-Write down major ideas, details, and examples

-Skip lines in order to add material during a review or to show where a new idea begins

## 3. After Class

-Review and edit notes within 24 hours to the point where you would be ready to take a test on the information you were given (One easy way to do this is to use the Cornell Notes style of note-taking—see reverse—where you create questions for which your notes are the answers.)

-Use text and/or input from classmates or the professor to fill in missed words, clarify notes, and add examples

-Identify any questions for the next class that need clarification by the professor

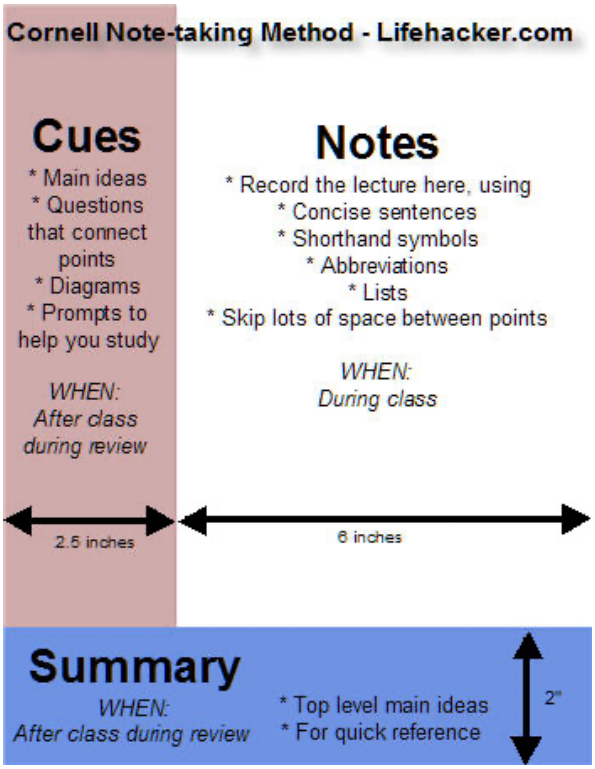
-Organize notes with symbols or color codes to identify definitions, test questions, etc.

-Identify terms from text and create flash cards to learn them

-Compare and discuss your notes with a friend to check for completeness and accuracy

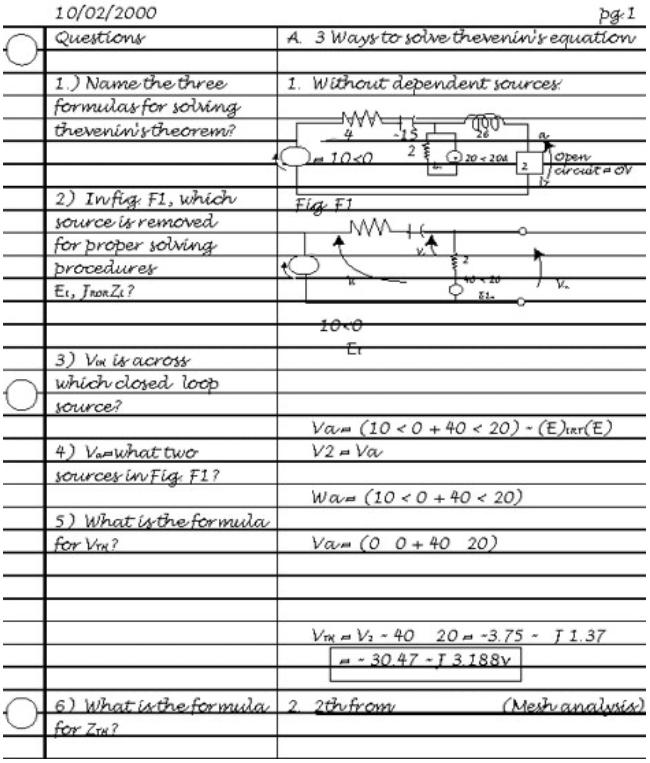
-Set aside time the end of each week to review the week's notes from that class

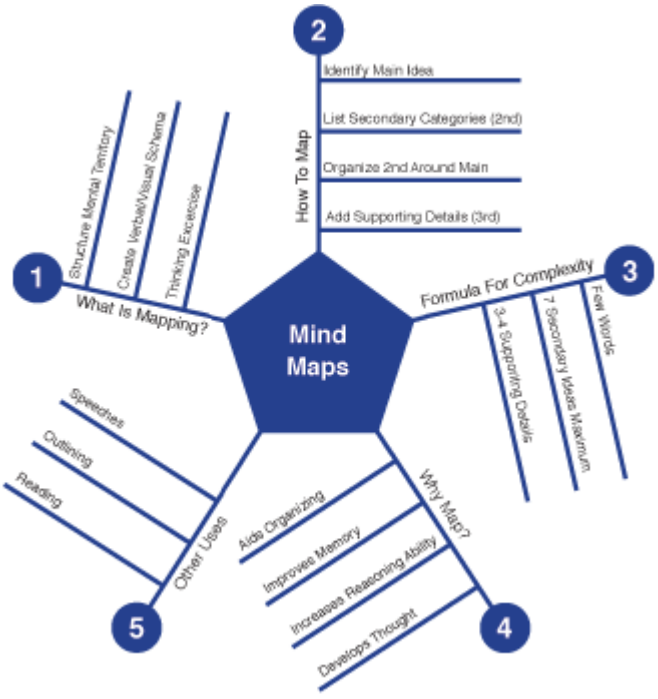
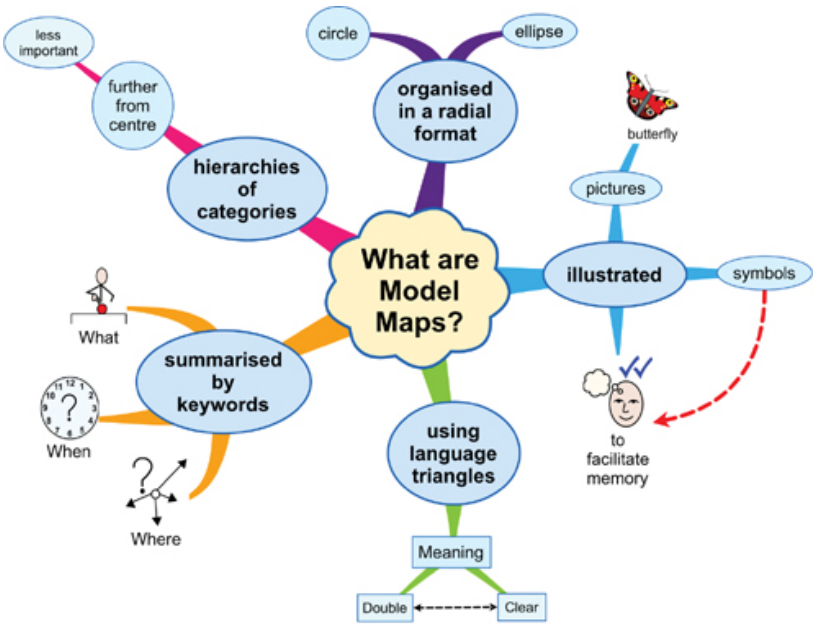
# Cornell Notes




(Leave the colored sections empty until after class)

An example of Cornell Notes (minus the summary):




# Mind/Model Maps

(For discussion-based classes or professors whose lectures are not very linear)