**NOTE TAKING 101**

In College, taking notes and using notes later is a key part of learning and remembering information from lectures,

class discussions, and other activities. Because note taking is such an important part of the learning process, it’s a good idea

to take time to evaluate your processes and experiment to find what note taking strategies work for each of your courses.

There are some common ways to take notes, and you’ve likely tried a few of them already. Keep in mind that how you take notes in different classes can—and should—vary. Here are a few note-taking strategies to try:

## CORNELL:

**Qs Notes Summary**

**OUTLINE:**

**MIND-MAP:**

**MATRIX:**

**X vs. Y**

**LECTURE SLIDES: FLOWCHART:**

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| --- | --- |
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**NOTE TAKING IS A PROCESS THAT HAPPENS BEFORE, DURING, AND AFTER CLASS**

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Print out and review any lecture notes or slides

**BEFORE**

Look for and connect your notes to learning outcomes Identify main concepts and terms you expect to learn

Write questions you hope the lecture will answer Be sure notes include information from all other assigned work for the week (Canvas or online content, readings, upcoming homework, videos, etc.)

Try a few of the week's assigned practice problems

Take notes in your own words

**DURING**

Use consistent abbreviations and symbols Include notes for all aspects of the class (lecture, dis- cussion, student questions/answers, visuals)

Add depth and detail to the notes you bring to class

Answer any questions you wrote before class

Make time to return to your notes after class

**AFTER**

Add to your notes at moments you marked confusing Relate your notes to the week's learning outcomes Compare notes with a classmate to catch missed info

Transform your notes into a new format (e.g., visual, mind map, quiz questions, study guide)

Note new questions or areas of confusion from the lecture so you can review those concepts later Capture main ideas and sufficient detail (definitions,

examples, images)

 Make and visualize connections between concepts

**+ =**

Summarize your notes in writing, verbally, or—better yet—both!

Connect current class notes to concepts from the

previous classes/weeks

Use your notes to self-test on key concepts

# NOTES ARE ONLY AS GOOD AS WHAT YOU DO WITH THEM LATER!

**Notes are a starting point for exam prep.** Your notes will be most useful if you think of them as a jumping off point for further learning. Put your notes to good use! Your brain will remember information better if it’s seen it multiple times and has different pathways for accessing the information.

**Use all of your senses.** Whenever possible, using a range of senses while taking and using notes can help you remember information. For example, try writing your notes, then talking through them with a classmate, then drawing a picture based on main concepts.

**Make connections.** Don’t let lecture be the first (or last!) time you hear about a concept. Read and take notes before class, add to notes during class, and make connections between concepts during and after class.

**10 GREAT WAYS TO USE YOUR NOTES:** Here are a few ways you can use your notes to create long- term memories and recall information on a test or in the next class you take which builds on the information.

1. Visit office hours to talk through questions you noted 6. Write practice test questions.

during lecture. **? !**

1. Make a study guide.

1. Write a summary of main points.

***The best times to see the unicorn are in the early morning and at dusk, right before nightfall. Narwhal tusks have been sold before as unicorn horns, much as the skate fish has been sold as scallop and monkfish as lobster. Unicorns,***

* 1. ***Describe 3 characteristics specific to the unicorn, shared by the narwhal.***
	2. ***Which of the following is true:***
		1. ***Unicorns can only be seen in the mist.***
		2. ***Narwhals are mythical creatures.***
		3. ***An even more mythical beast than both the narwhal and the unicorn is the uniwhal, which sports the head of a unicorn and a narwhal’s body.***
		4. ***All of the above.***

1. Make and organize post-it notes.
2. Make visual connections between notes from different

lectures.

***however, do not dwell in the sea, though they may be found in fields near the***

***sea.***

1. Transform your notes into a visual.

 **& & =**

1. Fill in answers to questions you write during class.

**?**

**!**

1. Identify real-world examples of main concepts.

# + =

1. Explain the main points from class to a friend who wasn’t

*I get it!*

***Why is the unicorn truly incredible? Because magic.***

there.

# 4 WAYS TO POWER UP YOUR NOTE TAKING STRATEGIES!

## #1 TAKE NOTES IN YOUR OWN WORDS

* + Your working memory stresses less when you think in your own words.
* When you transcribe lectures, you spend less time learning concepts during lecture

## #2 TRANSFORM YOUR NOTES

**AFTER CLASS**

* + Transforming notes into a summary, diagram, or mind map

creates new retrieval paths to your memory

* + The test won’t look like your notes; using and applying notes

## #3 TAKE NOTES NO MATTER WHAT

**#4 TAKE NOTES BY HAND**

**IF POSSIBLE**

gives you practice with the material in different formats

* Instructor notes and slides are a good

starting point, but your thinking matters!

* Include associations, questions, and details that might not be captured in the slides
* Note-taking on your laptop can invite multi-

tasking and distract from listening and learning

* You can always convert your notes to a digital

format later as part of your study process