Effective Note Taking Skills

Discovering what note taking skills works best in college may take some trial and error, but when a method is adapted and consistently used, those skills can promote positive academic performance. Today we are going to highlight effective note-taking skills, various assistive technology, and helpful handouts from the Academic Success Center that can help students find a strategy that works best for them!

**Before Class:**

- Go over any suggested readings before class.
  - **THIEVES Reading Strategy**
- Review notes from previous lecture.
- Know how you are going to take notes (paper and pencil, laptop, iPad, etc)

**During Class:**

- Write or type the date and title of the lecture on the top of your notes.
- Take notes in the bullet format. Use your own words to summarize what the instructor is saying.
  - **Bullet Journaling**
  - **Cornell Note-Taking Method**
- Leave space between ideas if you miss something or know that you have to return to add more information.
- Come up with an abbreviation system to increase speed to stay on task.
- Take selective, meaningful notes. Do not try and copy information word for word.
- Come up with a coding system for items you need to refer back to.
  - **How To Effectively Highlight Notes**
- Write any questions down that you might have for later that can be answered by reviewing the textbook, a classmate, recitation, or directly asking your professor.

**After Class:**

- Review your notes before the next class period.
- In your own words, summarize what the main points of the previous lecture were about.
- Fill in any missing details and answers to questions.
- Cross reference your notes to readings from the textbook, especially main points made by the professor.