

## **Reminders in Note taking**

1. Attend lectures regularly.
2. Use a notebook of standard (8-1/2 x 11) size, loose-leaf possibly for continued organization and review shuffling.
3. Keep all notes for one class in one section separated from those for other classes.
4. Write on only one side of the page for easier organization at any time.
5. Carry extra pens and pencils.
6. Write your name, date, telephone number, course name and page on every sheet.
7. Don't doodle – it distracts. Keep eye contact when no writing.
8. Make notes complete, clear, and legible so that they can be used meaningfully weeks or months later.
9. Leave blanks where information is missed or misunderstood, fill in the gaps after the lecture or as soon as possible with the aid of the instructor, classmates or the text.
10. Develop your own system of enumerating and indenting.
11. Develop your own abbreviations.
12. Use symbols such as asterisks for emphasis
13. Mark or separate assignments which are mixed into the lecture proper.
14. Separate your thoughts from those of the lecture.
15. Be alert for cues.
16. Record examples where helpful.
17. Listen – especially at the end of the lecture. If the instructor has not paced their lecture well, they may cram half of the content in the last 10-15 minutes.
18. Record additional ideas of your own after the lecture.
19. Review notes after class – get into the five (5) minute technique! Take that much time as soon as possible to change, organize, add, delete, summarize, or clarify misunderstandings.
20. Recopying is a debatable advantage, but it is for some and the five minute technique works for everyone.
21. Have bull sessions once or twice a week to learn omissions, mistakes, and other people's opinions and interpretations.
22. Be Alert. Be Orderly. Be Systematic. Don't Let Things Slide? Keep Up To Date.