

Note Taking 101

Reword: Do not feel the need to write exactly what is being stated in class. These are your notes, so feel free to paraphrase or write in a way that makes more sense to you.

Record: During the lecture, record the important ideas & details. Be sure to ask your professor for permission to record the lecture first.

Reduce: As soon as possible after class, summarize these ideas.

Recite: Recall the information without looking at your notes. You can also have a classmate quiz you on the material, which will be a good way for both of you to familiarize yourselves with the notes.

Reflect: Thinking about the information will help you make connections that are not easily seen at first.

Review: 10 minutes of reviewing notes after every class will help you better retain most of what you have learned. It can also help prevent the need for “all-nighters.”

Revisit: If you have a cumulative exam at the end of the semester, go back over your old notes to refresh your memory and help you better grasp those concepts.