

# Top 10 Tips for Note-Taking

1. Read/skim your text before class
2. Go early, stay late
3. Sit close to the teacher, helps keep you focused on the lesson, fewer distractions and easier to hear the professor
4. Don't try to take everything down, focus on main points and examples
5. Use abbreviations
6. Use lots of paper; write on one side of the page; allow space for diagrams or graphs, don't try to squeeze them into a 1" square, and label well so you can understand them later
7. Leave spaces if you can't keep up, immediately after the class fill in the missing information, it should be fresh; if you aren't sure, borrow a friend's notes or confirm information with your faculty
8. Use a separate binder for each subject, handouts easy to incorporate and insert in the right place, carry a small three-hole punch or single punch to put the handout away immediately
9. Don't rewrite - reviewing your notes as a method of studying aloud is faster and more effective reinforcement
10. Compare notes - sit down with a couple classmates and exchange notes; you'll get a different perspective and may help see what should be in your notes