

8 Easy tips for better *note-taking*

1

key points & facts

Focus on writing key concepts, formulas, and facts in your own words vs using full sentences. This will help you to understand and recall important information.

2

Use headings, subheadings, abbreviations, color code, and highlights.

Review previous relevant notes prior to lecture!

3

Writing notes vs typing will focus your brain on the key content. Figure out what works for you.

FLIP OVER FOR NOTE TAKING EXAMPLE FORMATTING

4

methods

Try different methods of note-taking from mind-maps to outlines. Search "note-taking methods" to find tutorials online.

5

Leave space between different concepts so you can add relevant information later.

Pro Tip: Use your notes to ask questions in office hours.

visuals

Use visuals to help process concepts and aid in memory recall.

6

Use the professor lecture notes to supplement your notes.

7

Write in your notes the correlating page number in textbooks.

8

engage

Don't write notes and leave them. Engage with your notes. Make comments, teach the concept to a friend, summarize the notes or apply them.

OFFICE OF THE FIRST YEAR

CUES

NAME, DATE, TOPIC, CLASS

WRITTEN
SOON AFTER
CLASS

NOTES

TAKEN DURING CLASS

ANTICIPATED
EXAM QUESTIONS

- MAIN POINTS
- BULLET POINTS
- DIAGRAMS / CHARTS
- ABBREVIATE
- PARAPHRASE
- OUTLINES
- LEAVE SPACE BETWEEN TOPICS

MAIN IDEAS
OR PEOPLE

VOCABULARY
WORDS

USED FOR
REVIEW &
STUDY

CORNELL NOTE-TAKING METHOD

← 2 1/2" →

← 6" →

↑
2"
↓

SUMMARY

WRITTEN AFTER CLASS. BRIEF SUMMARY HIGHLIGHTING THE MAIN POINTS IN THE NOTES ON THIS PAGE. USED TO FIND INFO LATER.