

How Do I Take Notes?

You've had to take notes in class before, right? But have you had a chance to stop and ask yourself, **"does this way of taking notes work for me?"** Use this handout to think about your *note-taking strategies*. Practicing how you absorb material in and out of class won't just help you during your time as a student—these skills will follow you into your professional life.

Take a moment to go through the strategies below and mark your answers. In the "It depends..." section, be as detailed as you need. What do your notes look like? More importantly, what do you **want and need** them to look like?

In class...	Yes	Sometimes	Not really	It depends...
Make sure I'm prepared: pen, homework, textbook, etc.				
Make sure I sit where I can hear, read the board, and am the least distracted.				
Use a notebook for each class, or divide a notebook into sections by class/assignment/topic.				
Write the date, chapter/topic at the top of each notes section.				
Take notes in addition to what is written on the board or included in handouts.				
Organize my notes like an outline or a chart on the page.				
Write down main points from class rather than trying to write everything down.				
Use visuals, draw sketches, charts or diagrams because it helps me remember.				
Use "?" in case I miss something or if I don't fully understand something I'm writing down.				
Ask questions during class if I don't understand a specific point.				
Use underlining, highlighting, asteriks, or other ways to mark important points.				
At the end or after class, check notes to make sure they make sense to me.				

Turn the page over...

How Do I Take Notes?

For homework or assigned reading...	Yes	Sometimes	Not really	It depends...
Write in a separate notebook, or in the margins of the homework.				
Use underlining, highlighting, asteriks, or other ways to mark important points.				
Look up terms or definitions I'm not sure of.				
Use the margins to write down key words, or other ways to help me later.				
In general...				
I can always find my notes when I need them.				
I review my notes even when a test is not coming up.				
I can always read my own handwriting!				
I find that my notes were helpful for me after I took the test.				