

How Do I Take Notes?

You've had to take notes in class before, but have you ever stopped to 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 as a student—these skills will follow you into your professional life. Go through the strategies below and mark your answers. In the **Comments** section, describe your current practices. What do your notes look like? More importantly, what do you **want and need** them to look like?

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

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For homework or assigned reading...	Yes	Sometimes	Not really	Comments
I write in a separate notebook, or in the margins of the homework.				
I use underlining, highlighting, asterisks, or other ways to mark important points.				
I look up terms or definitions I'm not sure of.				
I 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.				