# Note-taking Strategies & Tips

You need to use time both in and out of class to take effective notes.

## Before Class
- ➢ Preview what the upcoming class is going to be about by checking the course schedule.
  - o If presentation slides are available before, print them out or take notes from them before going to class.
- ➢ Have all readings and assignments completed so you can better follow what the instructor is talking about in class.
- ➢ Be prepared to ask questions you have or about clarifications you need.

## During Class
- ➢ Do *not* try to write everything down word-for-word.
  - o Focus your note-taking on the key ideas.
  - o Include examples the professor discusses.
  - o Pay attention to points the professor makes when wrapping up the lesson.
  - o Use abbreviations but make sure you will be able to understand them later.
- ➢ Highlight, underline, or star anything you think may be on the exam.

## After Class
- ➢ Rewrite your notes.
  - o Combine notes from class with your reading notes.
  - o Arrange them in a way that helps you see the bigger picture.
  - o Fill in any blanks. Visit office hours if you need help with filling in gaps.
  - o Rewrite them as soon as you can after class.

## General tips
- ➢ Stay organized.
  - o Date and number all of your notes.
  - o Keep separate binders/notebooks for each class.
- ➢ Exchange notes with a trusted classmate.  Maybe they wrote something you missed.
- ➢ Ask the instructor if you can record class sessions.
- ➢ Sit near the front to see and hear clearly, as well as to help to limit distractions.
- ➢ Make sure your phone is off/on silent (not vibrate) and that you cannot see notifications.

*The probability of making an error increases 28% after getting a phone call & 23% after getting a text - and the rate stays the same even if you just hear, feel, or see the message rather than answering it.* "You Probably Use Your Smartphone Way More Than You Think."