
Student Success \ Note-taking

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Note-taking Tips 101

YOUR LOCATION IN THE CLASS

- Any location that gives best access for you to clearly listen to the instructor.

LISTEN WITH FOCUS

- Avoid distractions as you take notes (i.e. daydreaming, social media, etc.).

OPTIMISTIC LISTENING

- Focus on the information that the instructor is giving versus their style of teaching.

FOCUS ON CONTENT

- Listen for key words and sentences.
- Listen for connections between concepts.

- Listen for the “bigger picture”
- Listen for understanding (the “why”, “how”, and “what” of concepts).
- Listen for possible exam questions.

TRY AND DEVELOP SHORT-HAND TECHNIQUES

- Helps you capture more information faster as you take notes.

GIVE YOURSELF A SHORT TIMED-QUIZ OF YOUR LECTURE SOMETIME DURING THE DAY AFTER CLASS

- Highly effective for learning and recall.