

NOTE-TAKING SKILLS

Note-Taking Tips

1. REVIEW your notes within 24 hours of taking them. This will help you retain up to 80% of information for a test.
2. Take your own notes, rather than relying exclusively on the professor's lecture slides or outlines. Putting class information in your own words will stay with you longer than reviewing the professor's words alone.
3. Leave spaces in your notes to fill in concepts or words that you did not write down during lecture. The sooner you complete your notes, the less you will forget and have to relearn before a test or assignment.
4. Use different colored pens or highlighters to indicate important concepts. Making main ideas stand out will remind you what is most important when studying.
5. Incorporate different learning styles into note-taking such as walking while reading your notes, reading them aloud or to other people, and organizing concepts into charts or concept maps.
6. Turn notes into study guides as you review them. When it comes to test time, you only have to review your notes and practice problems.

