

# 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 & Sentences
- Listen Connections between Concepts
- Listen for the “Bigger Picture”
- Listen for Understanding (the “*Why*”, “*How*” & “*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 & recall