
Note Taking Tips

Presented by the ASC





Keep It Clean and Tidy

Notes are only useful if you can make sense of them

- Stay organized by subject via clear separations or separate notebooks all together
- Label notes with dates so you can keep them in order and know when they come from
- Leave space around notes to fill in holes and add details as necessary



Pinpoint What's Important

Notes are not meant to be comprehensive reviews of all information

- Get to know your teacher so you can interpret what is important
- Write down key facts - don't overdo it and clutter everything
- Too much information *will* jeopardize the notes' effectiveness
- Notes should serve as references and reminders, not full recordings



Review Your Notes Quickly

Checking your notes sooner rather than later will help with information retention

- Review your notes shortly after taking them
- Make connections (on paper and in your head) with concepts previously covered
- Check over the previously taken notes before taking new ones to have continuity



Check For Accuracy

Note taking is serious business - no room for error!


- Ask your instructor for clarity
- Compare notes with your peers
- Fill in holes as needed with extra details



Write What Works For You

We all have our own methods - find what works for you.

- Create your own shorthand
- Use symbols (and create a key if need-be)
- Draw sketches (remember to leave room for them!)
- Reference other sections of notes



Remember that notes are to help you study and recall things. These steps should help with that but you'll have to find your own style to get the most of it.

Thanks for checking out our note taking tips!