

Notetaking Skills & Best Practices

Focus on material, understand main concepts, study for exams, and refresh your memory on past readings.

Professor Approved Tips

Focus on Main Ideas and Questions

- Capture key points, jot down questions, and avoid copying everything.

Use Abbreviations, Symbols, and Colors

- Simplify with abbreviations and symbols; use colors to separate info from thoughts.

Review and Clarify Post-Class

- Go over notes after class to clarify points and ensure understanding.

Combine Slides, Comments, and Syllabus

- Pay attention to slides, comments, and use the syllabus for major concepts.

Digital

- Efficient
 - Editable
 - Searchable
- Tip: Explore online notetaking platforms**



Handwritten

- Improve information retention.
- Reduce distractions
- Create illustrations, graphs, and diagrams



Enhanced Learning and Organization

Notetaking Styles:

Explore different note-taking styles, find what suits you best, and explore more types!

Outlining

- Use headings and subheadings to structure notes hierarchically.
- View examples

Concept mapping

- Create visual diagrams to show relationships between concepts.
- View examples

Cornell notes

- Organize notes into sections for notes, cues, and summaries. Great for review.
- View examples

Take the Cornell note course!