



HOW TO IMPROVE NOTETAKING

Why take notes?

If you do not write anything down,

42% of the information will be forgotten after 20 minutes

56% after 1 hour

66% after 1 day

75% after 1 week

80% after 1 month

Before Class

Bring proper materials
Notebook w/ dividers
Pens, pencils, paper
Dictionary, thesaurus
Establish a proper place to study
Preview the material
Review previous notes
Practice notetaking (TV)
Make vocabulary flashcards
Don't skip classes
Arrive on time

During Class

Positive attitude
Sit towards the front
Tune in – capture main ideas
Listen for transitions
Watch for non-verbal clues
Don't write everything
Use abbreviations/symbols
Print clearly
Date each day's notes
Take notes during discussions
Do not pack up early

After Class

Edit notes (highlight)
Write a summary
Discuss notes w/ others
Ask instructor for feedback
Review w/ study buddy
Use notes' margins (label)
Translate abbreviations
Make initials/catch phrases
Create visuals
Fill in spaces in notes
Anticipate test questions

EFFECTIVE STUDY TIPS

Practice good time management

Set goals (short and long-term)
Keep a daily do list and monthly calendar (daytimer)
Prioritize, stop procrastinating, don't daydream
Analyze time wasters, get distractions out of the way (children, telephone, television)
Make a plan for studying and follow it
Budget time for each class (2 study hours for each hour in class)
Find study buddies, organize study sessions
Create flowcharts for upcoming projects with deadlines
Do not study for long periods of time (shorter periods are more effective)
Schedule study breaks, relaxation, and exercise
Review, review, review