"THE WEAKEST INK IS STRONGER THAN THE STRONGEST MEMORY."
— CHINESE PROVERB

TIPS

» Fill in your notes after class with any other details you remember. Rewrite sections that are hard to read, and include definitions for unfamiliar words.

» Read all assigned readings before class. The more you understand before class, the more comfortable and easy note-taking will be.

» Speak up in class. It is to your benefit to get all of your questions answered while you are with the professor.

» Exchange contact information with two other people in class. This will make it easier to get notes if you ever have to miss class.

» Visit the Academic Learning Center (located in the ITTC, room 008) for tips on how to study more efficiently.

“TAKING GOOD, FOCUSED NOTES MAKES STUDYING FOR TESTS SO MUCH EASIER. I LOVE BEING ABLE TO UNDERSTAND MY NOTES AND HAVE A BUILT-IN STUDY GUIDE, THANKS TO QUIZ NOTES.”
— A SENIOR’S TESTIMONY
AFTER 2 WEEKS, WE TEND TO REMEMBER ONLY 20% OF WHAT WE HEAR AND 30% OF WHAT WE SEE.

TAKE QUICKER NOTES
Use symbols during class to write quicker
Here are some examples:

\[=, +, -, <, >, w/o, w/, b/c, -->, etc.\]

Be sure you know what they mean!

DIGITAL NOTES

» Think critically about which note-taking style you prefer: Notebook, laptop, or tablet.

» How do you currently organize your notes? Does it work for you?

» How can you adjust your note-taking skills to improve your efficiency?

» Where are you going to take notes on your device? (App, Word, Google Drive, etc.)

» How will you organize the notes on your device?

» Pick one form of notes per class and stick with it.

» If you prefer using a device, make sure you have permission from your professor to utilize it during class.

QUICK NOTES
Quiz notes are an easy way to focus on the main ideas and create a study guide simultaneously.

Fold your paper so you have a crease separating the right 2/3 of the paper from the left 1/3 of the paper. The crease is the line you see between Sections B and C.

TEMPLATE GUIDE:
Section A: Date and title your notes here to stay organized.

Section B: List the main ideas from the lecture or textbook.

Section C: Write notes that support the ideas recorded in Section B.

After class, review your notes. By re-folding your paper along the crease line between Sections B and C, you can write test questions on the empty flap about the main ideas you included in Section B.

The purpose of folding the paper is to cover up the main ideas. Seeing if you can answer the question without using your notes is a good way to test your memory and understanding.