



## How to make your notes more effective!

The ability to take notes effectively is a skill that is essential in the success of college students. You can use them in your courses, for student organizations, and beyond in your career. There is a difference between writing down information on paper during your courses, however, effective note taking permits you to process and integrate new knowledge and concepts, organize the course material, as well as record the information in your own words. To make your notetaking the beneficial, you should flex your notetaking skills before, during, and after class.

### Pre Class

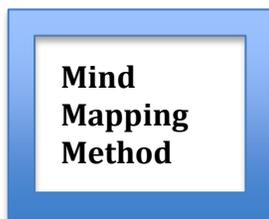
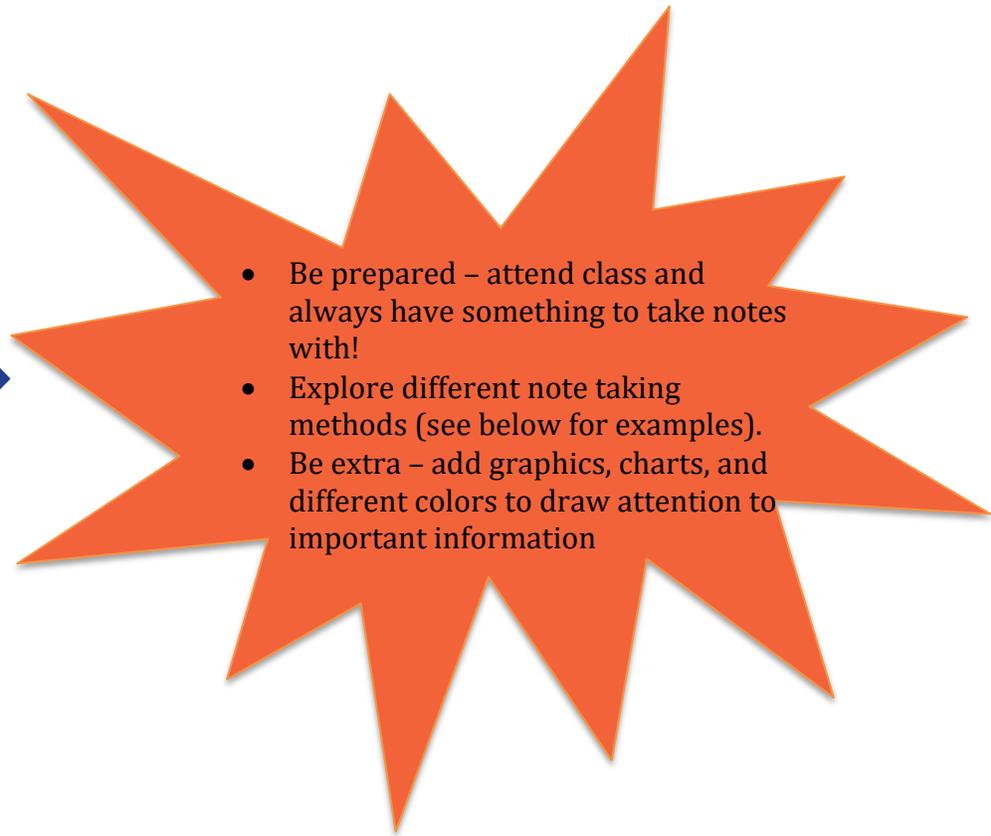
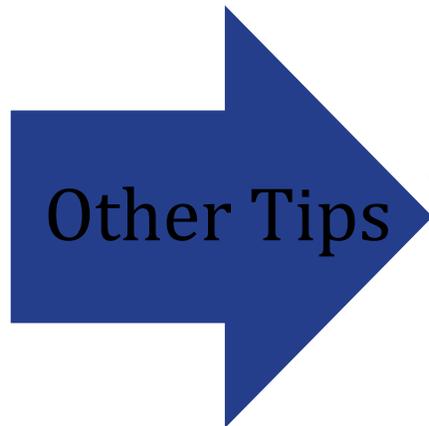
- **Review the Text:** Analyze terms, concepts, and information that will most likely be covered in the lecture. This can provide you an idea of how to structure the information.
- **Identify Unfamiliar and/or Difficult Content:** If you find certain terms, concepts, or information confusing, you can focus on them during lecture. You can also be sure to ask specific questions to clarify any information.

### During Class

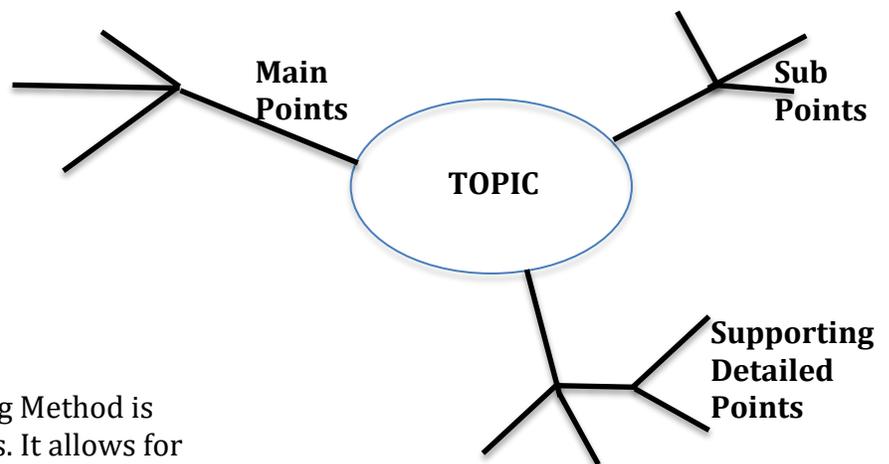
- **Format Your Notes:** YOU have to find a style of note-taking that works best for YOU and the course. It might be different based on the course, so be flexible.
- **Record Examples & the Most Important Information:** Don't try writing every word the instructor says or you aren't really hearing what's being taught. Instead, focus on the most important information, main point, and examples discussed in class.

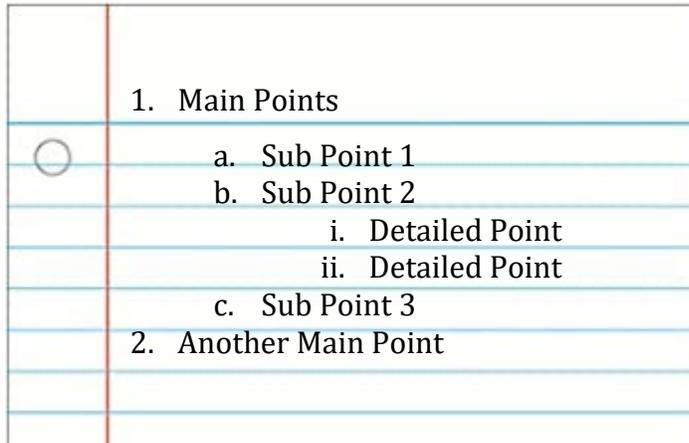
### Post Class

- **Review within 24 Hours:** Minimize forgetting and maximize information retention, review your notes within 24 hours after class.
- **Fill in Gaps:** Because you are only writing down highlights from class, add information to your notes.
- **Summarize the Information:** Wrap your notes up with a short summary or synopsis of what you learned in class. This helps focus on main points of the lecture and can serve as a quick review before your next class.



Using the Mind Mapping Method is great for visual learners. It allows for summarizing when studying. And can break down extremely complicated concepts from the course.

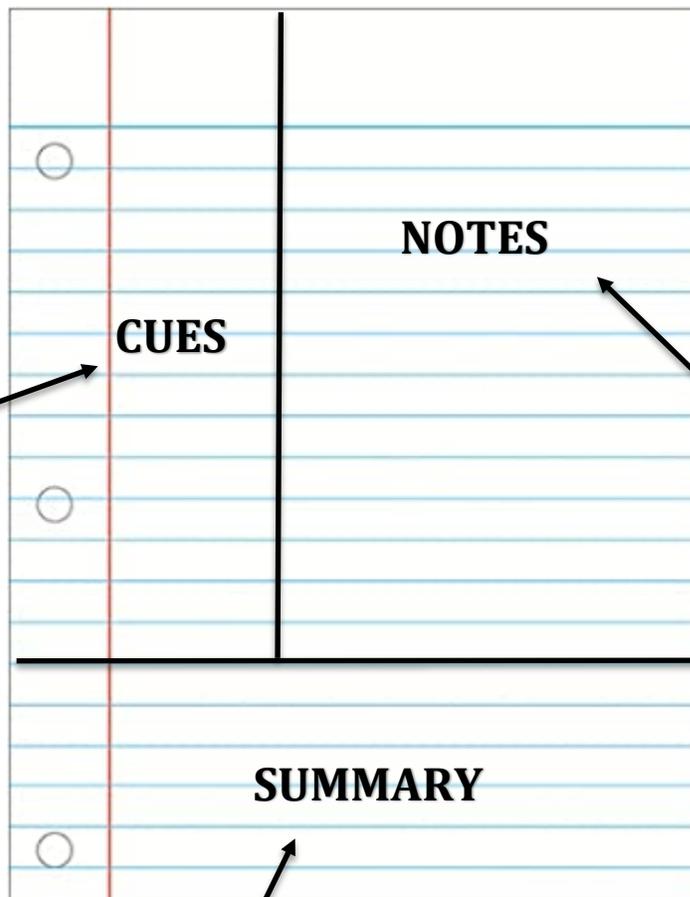




**Outlining Method**

Using the Outlining Method is structured by information being learned. It goes from a larger main point and breaks it down into smaller more detailed points.

**Cornell Method**



**Cues** are for main points, questions that related to the main points, diagrams, and prompts to help you study. Using cues should happen before class, during class, and after class.

**Notes** are for highlights during class. Using notes should happen during class.

**Summary** is for main points and a quick reference guide. Using the summary should happen after class and as a review before your next class.