

NOTE TAKING – HELPFUL SHORTCUTS & TIME SAVERS

Below is a list of note taking tools used by excellent college note takers. As you use more of these “tools”, note taking becomes faster, more clearly organized, and less time is spent in learning. Refine note taking skills by practicing 1 or 2 of these “tools” per week. Soon, your note taking “toolbox” will contain all you need to compose the kind of notes it takes that increase learning and promote better grades.

| | |
|--|---|
| Use symbols like★ stars or ✓ checks for main ideas. | Use one color to highlight main ideas & another color for details in notes |
| <u>Underline</u> main ideas. | On each page of text notes, include page numbers where that information came from. P 77 |
| Use CAPITAL LETTERS for MAIN IDEAS | Put main ideas in the left margin & details on the rest of notebook paper. |
| WRITE In different sizes depending on importance of ideas | Use lines to divide major ideas & their details from other main ideas & their details |
| Use lots of abbreviations & omit as many unneeded words as possible. Abbrev. & omit unneeded wrds. | Date each page of lecture notes. 3/23/08 |
| Let summaries guide you to main ideas. | Use →arrows or circles for main ideas. |
| Letter supporting details- a, b, c. , etc. | Number sub-points & details. 1, 2, 3 |
| I. Use outlines for: A. organizing 1. notes | Organize notes with the Cornell System or the Note cards Question & Answer System. |
| Separate main ideas & Details with space | Include pictures, diagrams, and charts to increase understanding. |
| Indent details under main ideas. | Include examples for better understanding. |
| Make questions from main ideas & answers from details. | Use mnemonics to help you remember. |
| Label examples with an <i>EX</i> | |