TIPS FOR NOTETAKING

1. Label, number and date all notes

2. 5 & 5

3. Rate your experience
   - Rate confidence in understanding of material presented today:
     \[1 = \text{I’m lost} / 10 = \text{I could teach this myself} \] [1-10]
   - Rate importance of material for an exam:
     \[1 = \text{not relevant} / 10 = \text{very important – KNOW this!} \] [1-10]

4. Use a set of abbreviations that work for you such as:
   - CBT for cognitive behavior therapy
   - @ for at
   - ↑ for increase
   - ↓ for decrease
   - ↔ for “can go either way”

5. Listen for facts the professor repeats

6. Listen for key phrases professor might say such as:
   - “now this is the main point here”
   - “this is very important for you to remember”
   - “this is a critical point for understanding the next points.”

7. Use pictures or symbols when possible as in this example:
   🌍 § ↑ 🌋 (Global warming increases desertification)

8. Copy material from the board

9. Experiment with using 3X5 cards

10. Underline key words

11. Use a “lost” notation to indicate where you missed a detail (so you can go back later and get the missing information from friends/the professor, etc.)
   - Also use: “bored!!” / “confusing (?)” / “COOL!” / “TEST!!” / and others

12. Use blank space to add information later or to separate major topic sections

13. Review notes after class, filling in details, underlining or highlighting key words, organizing the material, and/or asking a friend for his/her notes.

Benefits:
- Enhanced memory and retention for exams
- Allows for prioritization of material when studying
- Enables greater ‘informed’ guessing for exams
- Increases your chances for staying awake & alert during lecture
- Allows you to be more engaged & involved in the lecture