# Activate your Note-Taking Checklist

# Before you Take Notes

Know what topic you will be learning about in the lecture or in the reading (do the readings, get background information)

Download the lecture slides (if available)

Prepare your notebook or e-note book

# While Taking Notes

Decide what to note down (Don’t write down everything, be selective)

Decide how to organize your notes

Summarize ideas in your own words (4-5 word sentences)

Organize your notes hierarchically (Main idea, sub ideas, important details)

Leave a space for summarizing

Leave a space for connecting your notes to prior knowledge and experience

# After Taking Notes

Right after the lecture or the reading write a 4-5 sentence summary of the most important ideas

On the same day, review your notes and summary for 5 minutes

End of the week, consolidate all the notes you’ve taken about the same topic (revisit notes from lectures, tutorials, readings, labs, videos and create 1 summary sheet).

Connect your notes to prior knowledge and experience

* How do these notes relate to what I already know about the topic, or experiences I have, or other lectures on this course?

Write questions and cue words next to your notes

Use your notes to practice retrieval (hide your notes and try to answer the questions in your own words) and identify any gaps in understanding.

Document your notes in a way that is accessible to you (easy to find)