# 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)