Ridiculous Reminders in Note Taking

1. Attend lectures regularly.
2. Use a notebook of standard (8 x 11) size, loose leaf preferably, for continued organization and review of shuffling.
3. Keep all notes for one class in one section separated from those for other classes.
4. Write on only one side of the page for easier organization at any time.
5. Carry extra pens and pencils.
6. Write your name, date, telephone number, course name, and page on every sheet.
7. Don't doodle – it distracts. Keep eye contact when not writing.
8. Make notes as complete, clear, and legible so that they can be used meaningfully weeks or months later.
9. Leave blanks where information is missed or misunderstood, fill gaps after your lecture or as soon as possible with the aid of the instructor or classmates.
10. Develop your own system of enumerating and indenting.
11. Develop your own abbreviations.
12. Use symbols such as asterisks for emphasis.
13. Mark or separate assignments which are mixed into the lecture proper.
14. Separate your thoughts from those of the lecturer.
15. Be alert for cues.
16. Record examples where helpful.
17. Listen especially at the end of the lecture. If the instructor has not paced his/her lecture well, s/he may cram half of the content in the last 10-15 minutes.
18. Record additional ideas of your own after the lecture.
19. Review notes after class – get into the 5 minute technique! Take that much time as soon as possible to change, organize, add, delete, summarize, or clarify misunderstandings.
20. Recopying is a debatable advantage but the 5 minute technique is not.
21. Have bull sessions once or twice a week to learn omissions, mistakes and other people's opinions about interpretations.

BE ALERT
BE ORDERLY
BE SYSTEMATIC
DON'T LET THINGS SLIDE, KEEP UP TO DATE!