









Date:

Efficient Note Taking

-  DON'T write down information the professor already provides you (PowerPoint slides, handouts, etc.)
-  DO write down what your professor emphasizes and elaborates on
-  DON'T try and write down every detail
-  DO write short notes (3-5 words) in your own words
-  DON'T put your notes away and forget about them after class
-  DO review your notes within 24 hours of class.
-  DON'T copy or rewrite your notes
-  DO summarize the key points in your own words, use graphic organizers, and ask questions starting with HOW, WHY, WHAT IF to think deeper about material