

Note Taking “Quick Tips”

Taking notes is the best way to encode information into your brain so you can remember it long term!

Best Note Taking Techniques

- **Outlining**
 - Designing your notes in a way that you understand makes review much more efficient.
- **Predicting Test Questions**
 - Imagining the types of questions you’ll be tested on is a great way to prepare yourself for the real thing.
- **Creating Charts and Concept Maps**
 - Visualization of the content helps to show you the relationships between concepts.
- **Explaining Information in your own words**
 - Instead of parroting the information you’ve been given, elaborate on it. Expand on it so it’s not just a fact to remember, rather it’s something you understand linked to other concepts that you understand.
- **Answering review questions**
 - Often times the review questions will be great practice for the material on the test, further reinforcing your understanding.

Organizational Strategies to use while taking notes:

- **Lists** are an easy to digest way to organize concepts.
- **Ordering** helps organize your notes in a way that makes sense to you.
- **Grouping** reinforces your understand of concepts’ relationships.
- **Outlining** your notes provides a consistent method to make note review more efficient.
- **Mapping** is an effective way to visualize related ideas graphically.
- **Charting** is another graphical way to present your notes in a way that reduces writing and maximizes ease of review.