

TAKING NOTES

Taking notes effectively is a critical skill you will need throughout your time in college. There are multiple styles and systems you can use and different classes require different strategies. Here are a few suggestions to get the most out of your notes.

Be Prepared

Have your note taking materials ready for class.

- Pen/pencil or stylus
- If using paper, a three-ring binder allows you to rearrange the pages
- If you plan to take digital notes, charge your device and have a template or slides ready

Get Organized

Save time and quickly access the information you need.

- Note the topic from class and the date at the top
- With paper notes, keep a notebook for each course or divide your binder into different sections
- For digital notes, create folders for each course
 - This can be applied in Google Drive and other cloud systems

Pick a System

Determine which style of notes works best for each of your courses.

- Consider outlining, the Cornell method, charts, concept maps, or verbatim note taking
- If your instructor provides slides in advance, download them before class
 - Take notes in the slides or create a separate Google Doc and reference the slide numbers
 - You do not need to rewrite everything on the slide – focus on the additional information and examples the professor gives in class

Review

Review your notes after class and fill in any gaps that you can find.

- Go to your professor's office hours or a PASS or tutoring session if you need clarification
- If needed, rewrite your notes to organize them and add details from other resources

The biggest thing to remember with note taking is that being consistent is the best strategy.

For more information on note taking, make an appointment with an academic coach by visiting us online at www.uah.edu/ssc. All appointments are available in person or online.