Four Ways to Enhance Note-Taking

Success depends upon previous preparation.” -Confucius

1. **Before Class: Early Preparation**
   - Familiarize yourself with the topic of discussion(s) before class.
   - Take 10-15 minutes before class to skim chapters or assignments. You can get a good idea of main concepts by reading a chapter's introduction and summary.
   - Bring multiple colored pens or highlighters to distinguish important information.
   - Write down questions to ask either during or after class.

2. **During Class: Organize Your Thoughts**
   - Sit towards the front of the class, so your best learning is facilitated.
   - Take down important words or phrases during the lecture. If the professor writes it down, it usually is important.
   - Use neat handwriting, but do not try to write everything down. Instead, abbreviate words and phrases for your understanding.
   - Utilize a note-taking method to assist in note-taking (For example: Cornell Method, Visual Mapping, Flow Chart, etc.).

3. **After Class: Making the Most of Note-Taking**
   - Take 30-40 minutes after class to review notes.
   - Identify any information that needs further clarity.
   - Ask professor further questions.

4. **Utilize an Assistive Technology to Enhance Note-Taking**
   - Evernote- An app to keep your notes organized.
   - Simplenote- An app that organizes notes on all electronic devices.
   - Standard Notes- An app that simplifies note-taking.
   - Smartpen- Check out a Smartpen from the Tutoring and Learning Resources office to digitize your notes.

Schedule a Study Skills Assistance session with one of our tutors for individualized assistance with this and other academic topics.