

# Taking NOTES



Good notes improve understanding, critical thinking, and future reference. Find a system that works for you.

## Before Class

Prepare for class. Become familiar with different note-taking methods (Cornell, flowcharts, outlines). Keep notes organized.



## During Class

Sit near the front. Avoid multitasking. Keep notes brief—key terms and short sentences. Mark quotes, thoughts, and questions clearly. Keep recordings at 1.25x speed or slower.



## After Class

Review notes soon after class. Compare with classmates or rewind the recording to fill any gaps. Use notes to prepare for the next class.

