### Effective In-Class Note-Taking Checklist

#### WHY ARE IN-CLASS NOTES IMPORTANT?
Taking notes in class helps to...
- Organize material covered
- Elevate to higher levels of learning by summarizing information in your own words
- Support knowledge obtained from reading the textbook
- Clarify questions or areas of concern related to material covered
- Offer material to use while studying for exams

#### HOW TO MAKE THE MOST OF IN-CLASS NOTE-TAKING?

##### Before Class
- Read (or at least skim) the assigned chapter
- Review the notes from the previous class
- Know what method you will use for taking notes
- Have pencil, paper, and the textbook

##### During Class

**WHAT TO DO?**
- Date and title each page of notes
- Take notes in an outline format
- Leave space between ideas when you miss something, or want to return back to add more detail
- Use abbreviations to increase speed
- Take all distractions off of your desk, including cell-phones
- Don’t pack up early!

**WHAT’S IMPORTANT TO WRITE DOWN?**
- Focus on main ideas, don’t write down every word the instructor says
  - Rule of thumb: write down enough information so that when you refer back to notes, you will know the main ideas from that class period
- Write down any questions that come up during class
- If something is stressed as important by the professor, star, circle, or highlight it
- In your own words, write a 2-3 sentence summary about what was covered in class

##### After Class
- Review your notes before the next class
  - Pay particular attention to questions you had and main ideas from class
- Review and edit notes to fill in missing details or to answer questions
- Cross reference notes from class with notes from the textbook
  - What was stressed as important in both the class period and the assigned reading?
- Periodically, consolidate notes
  - Every week or couple of weeks, compile the main ideas from class notes into one central document, comprised of only the main ideas from each class period