

Ridiculous Reminders in Note Taking



AESC
Academic Enrichment
& Support Center

1. Keep all notes for one class in one section, separated from those for other classes.
2. Write on only one side of the page for easier organization at any time.
3. Develop your own abbreviations.
4. Listen--especially at the end of the lecture.
If the instructor has not paced the lecture well, he or she may cram half of the content in the last 10-15 minutes.
5. Review notes after class--get into the 5 minute technique!
Take that much time as soon as possible to change, organize, add, delete, summarize or clarify misunderstandings.

Be alert!

Be orderly!

Be systematic!

Don't let things slide!

Keep up to date!

Text from: Learning and Academic Skills Center, University of Minnesota