



Note-taking

Taking good notes while listening to a lecture or watching a lecture video is an important part of academic success. Taking the time to find a strategy and system that works for you is worth the investment as it will help you to think critically while you listen and read, and will give you an organized record you can access in the future.

BEFORE

- Complete the assignments due before class. It's easier taking notes on something you're familiar with.
- Look at the course syllabus to see what the stated focus of the day is so you know what to watch and listen for.
- Become familiar with different note-keeping styles like **Cornell Notes**, **outlines**, **flowcharts**, the **Charting Method**, the **Boxing Method** and the **Sentence Method**. Experiment to see what works best for you.
- Stay organized. Keep notes from each class separate and in order.

DURING

- Sit at or near the front of a physical classroom.
- Don't listen to a lecture recording at more than 1.25X speed.
- Always title your page with the class name and date.
- Avoid the temptation to multitask.
- Create your own toolkit of abbreviations, symbols and visuals as shorthand.
- Keep notes short— jot down key terms and write in short sentences.
- Make note of whether your notes are direct quotes, your personal thoughts, or questions you need answered.

AFTER

- Review your notes soon after the lecture to fill in gaps.
- Get together with classmates and compare notes to fill in gaps.
- If you are viewing a recording, use the rewind feature to fill in gaps in your notes.
- Consider taking notes by hand and then typing them up later. Research shows notetaking by hand engages the memory better.
- Use your notes to prepare for the next class period.

For more information on the [USU Academic Resource Finder](#), [Habits of Mind](#) courses

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