

Note Taking Strategies

Consider your options.

Laptop or paper and pen? Typing is often faster, allows easier editing, can be accessed through multiple locations or devices. Handwriting can allow for easier creation of diagrams and illustrations, and can be better for comprehension and retention. If going digital, which note taking app or word processor should you use? Play around with different strategies and softwares like Microsoft OneNote, Evernote, or Milanote, which all incorporate multiple styles of learning.

Develop a system.

Your brain craves routine, so finding a good one for notetaking will set you up for success. For example, don't wait until the lecture starts to get your orienting information (date, class, topic, etc.) down. Take some time before the week begins to set up your notetaking space for the coming week so that when you get to class, you're ready to start taking notes as soon as the lecturer starts.

Be prepared.

Preview your text or reading assignments prior to lecture. Previewing allows you to identify main ideas and concepts that will most likely be discussed during the lecture. Look at your course syllabus so that