

# 10 TIPS FOR EFFECTIVE NOTETAKING

**1) PERSONALIZE BY TAKING NOTES IN YOUR OWN WORDS**

**2) COLOR CODE YOUR NOTES**

**3) ABBREVIATE COMMONLY USED WORDS OR PHRASES**

**4) CONDENSE AND PARAPHRASE WHAT YOU HEAR**

**5) WRITE QUESTIONS FOR ADDITIONAL THOUGHT, DISCUSSION, OR RESEARCH**

**6) LEAVE BLANK SPACES FOR FILLING IN MISSING DETAILS LATER**

**7) OMIT CONTENT SUCH AS ANECDOTES**

**8) COPY IMPORTANT NAMES, DATES, AND FORMULAS EXACTLY AS WRITTEN**

**9) REACT BY INCLUDING YOUR OWN THOUGHTS [IN BRACKETS] SO AS NOT TO CONFUSE THEM WITH LECTURER'S VIEWPOINTS**

**10) RELATE BY MAKING NOTE OF RELATIONSHIPS BETWEEN CONTENT FROM LECTURES OR READINGS**