

Note-Taking Checklist

Checkmark each of the note-taking skills you have now:

- I attend every (or almost every) lecture in all my classes.
- I check the syllabus to find out what is being covered before class.
- I read or at least skim through the reading assignment **before** attending the lecture.
- I try to attend class with a positive attitude about learning.
- I am well rested so that I can focus on the lecture.
- I eat a light, nutritious meal before going to class.
- I sit in a location where I can see & hear easily.
- I have a three ring binder, loose-leaf paper & a pen for taking notes.
- I avoid external distractions (friends, sitting by the door).
- I have a system for taking notes that works for me.
- I am able to determine the key ideas of the lecture & write them down in my notes.
- I can identify signal words that help to understand key points & organize my notes.
- I can write quickly using abbreviations, symbols, shorthand, etc....
- If I don't understand something in the lecture, I ask questions & get help.
- I write down everything written on the board or on visual materials used in the class.
- I review my notes immediately after class.
- I have intermediate review sessions to review previous notes.
- I use my notes to predict questions and prepare for the exam.

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