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.
Evaluate Your Note Taking Skills

Use the Note Taking checklist to answer these questions:

1. Look at the items you have checkmarked on the previous list. What are your strengths in note taking?

2. What are some areas that you need to improve?

3. Write at least three intention statements about improving your listening and note taking skills.