

# Note-Taking Strategies Inventory

*Which of these strategies do you practice?*

	Strategies	Often	Sometimes	Rarely or never	Need more information
Before Class	Skim notes from the previous class				
	Preview or read corresponding reading assignments				
	Obtain online notes				
	Get supplies (notebook, laptop, pens, books)				
During Class	Sit where you readily can see and hear				
	Listen selectively; focus on ideas, not words				
	Write/type the ideas; use phrases & abbrev.				
	Add information to online notes				
	Ask questions; participate in class				
	Leave plenty of open spaces in your notes to add information later				
	Listen for summary statements				
After Class	Go back over notes soon after class				
	Organize and clarify notes				
	Clear up questions by asking the teacher or classmates				
	Add related information from text				
	Create potential test questions				
	Review weekly				
	Recite aloud				

## ***Implementing New Note-Taking Strategies***

- Complete the inventory above. If you are unclear about the strategy and need more explanation, place a check in the last column.
- Examine the results of the inventory and reflect on how you might improve your note taking. Choose one strategy that you want to implement for a specific course. Develop and apply a personal goal regarding your use of the strategy, adhering to the SMART goal system:
  - Be specific.
  - Be realistic.
  - Have a time constraint.
  - Write it down. (*I will* \_\_\_\_\_.)
  - Say it out loud.
  - Afterward, evaluate your success.
  - Share with another person.
- After implementing your goal, assess its effectiveness. Consider whether you will continue to use your chosen strategy. Also, think about other methods that you can implement to increase the meaningfulness of your in-class notes.

Adapted from Lipsky, Sally. *A Training Guide for College Tutors and Peer Educators* (2011). Boston: Pearson. 84-86.