



Taking Notes

Taking notes effectively is a critical skill you will need throughout your time in college. There are multiple styles and systems you can use, and different classes require different strategies.

Be Prepared

Have your note taking materials, like a pen/pencil and paper, ready for class.

- If using paper, a three-ring binder allows you to rearrange the pages
- If you plan to take digital notes, charge your device and have a template or slides ready

Get Organized

Save time and quickly access the information you need.

- With paper notes, keep a notebook for each course or divide your binder into sections
- For digital notes, create folders for each course in a cloud system like Google Drive

Pick a System

Determine which style of notes works best for each of your courses.

- Consider outlining, the Cornell method, charts, concept maps, or verbatim note taking
- If your instructor provides slides in advance, download them before class
 - Take notes in the slides or in a separate Google Doc, referencing slide numbers
 - You do not need to rewrite everything on the slide– focus on the additional information and examples the professor gives in class

Review

Review your notes after class and fill in any gaps that you can find.

- Go to your professor's office hours, PASS or tutoring session if you need clarification
- If needed, rewrite your notes to organize them and add details from other resources

The biggest thing to remember with note taking is that being consistent is the best strategy.

For more information on taking notes, make an appointment with an [academic coach](#).

Appointments are available in person at the [Student Success Center](#) or online.