NOTE
TAKING

Prepare Before The Event

- ➤ Skim the topics beforehand & know what you need to take away
- ➤ Pen, paper, note app ready

- ➤ On your paper or app, make headings for the topics you need
- ➤ Use pencils or erasable pens, and colored pens
- ➤ Go over the notes after

Create Consistent Formatting Style

➢ Headings

➢ Bullet points

➢ Formulas, terms, and definitions

➢ To-do's

➢ Questions and confusion points

Taking The Actual Notes

➤ Don't write everything - speakers go faster than writers

➤ While writing, you are not paying attention to the speaker

➤ Don't write down facts, but only conclusions of major points

➤ Under conclusions, write few facts to support it

➤ Forces you to think about it

After

➢ Go over the outline of important topics to see if you forgot some

➢ Discuss the notes with a friend for retention

➢ Write your own summary for retrieval