

5 TIPS

To Take Effective Meeting Notes

1

Use Shorthand

You can't capture every word! So when you can, shorten your words or use images or symbols. Write like you text – as short as possible.

2

Use Pen and Paper

Many studies have been conducted and proved that you are more likely to retain the information if you write it out by hand rather than on a computer or even on a tablet. So break out that dusty #2 pencil!

3

Summarize

Writing notes verbatim does not actually help you remember what you are trying to capture. Instead, put things in your own words and summarize whenever possible.

4

Leave Some Space

Meetings aren't always organized, so leave space between sections of notes so that you can go back later and fill in extra information if needed!

5

Review and Clean Up

Make sure to take a few minutes to review your notes and clean them up. If you have the time, transfer them from paper to a digital record. This helps cement those notes in your memory!