

# Notetaking 101

## → Reword

Don't feel the need to write exactly what is being stated in class. These are YOUR notes, so write in a way that makes more sense to YOU.

## → Record

If you want to record a lecture, make sure to ask your professor for permission first! Some professors are fine with this, but others may object. It's their call; follow the rules!

## → Reduce

As soon as possible after class, reduce the main ideas into a brief summary and write it in your notes. (You will thank yourself for this when it comes time to review later!)

## → Recite

Recall as much as you can without looking at your notes. Have a classmate quiz you, which is a good way for both of you to familiarize yourselves with the notes.

## → Reflect

Think about the information in your notes. Make connections. Underline important ideas and terms. How does today's material relate to what you have learned before?

## → Review

Just 10 minutes of reviewing your notes after every class will greatly improve how much you retain. It can also help prevent the need for all-nighters!

## → Revisit

If you have cumulative exams, go back over your old notes to refresh your memory. (If you made summaries each class, now is the time to thank yourself.)

