# Notetaking Tips

Are you the person who tries to write down every word from the lecture? People commonly like to write down every word that is said, but that is the least effective way to take notes. Notetaking styles aren’t one size fits all. Everyone has their own way of taking notes, but making sure you find your way will help you succeed in class. Here are some tips for successful notetaking.

* BRING YOUR MATERIALS TO CLASS: Do you like to handwrite notes? Bring a notebook. Bring different colored highlighters or pens if that’s something that you like. Do you prefer typing, bring your laptop (and a charger). Are you able to access the PowerPoints ahead of time?
* CREATE YOUR ORGANIZATIONAL SYSTEM: If you are using a notebook, check out different notetaking styles, (ex. Cornell notes, outline method, etc.). Your note taking style may also vary among different classes. Use abbreviations and symbols to write faster. If you are using your laptop, take advantage of different notetaking apps, like OneNote, Evernote, or Glean.
* LOOK FOR STRUCTURE: Typically, a lecture will begin with an overview of what they will speak about. Write those down and keep that structure in your notes.
* WRITE DOWN KEY POINTS: No need to write down every word. In comprehending what is said, you can paraphrase or copy down the main points. Write down things you didn’t know before that class. Take notes when your professor gives hints like: “This is important” or “This will be on the exam” or simply repeats themselves multiple times.
* WRITE DOWN YOUR QUESTIONS: Or circle it, to come back to. When given the opportunity to ask questions, do so. Chances are at least one other person in class has the same questions. This also helps the professor know where the students are at. Asking questions as you take notes will also help you understand the content better.

In the end, the most important thing is comprehension. What works for YOU is the best way to take notes. Passively sitting through class and watching the clock will be a waste of time and money. Take advantage of office hours. If you are struggling through the material, professors are there to help you. You can get one-on-one help in office hours.

## Glean

Effectively using Glean

* Import the PowerPoint ahead of time if you have access to it.
* Type bullet key points while you are recording. The recording will only be useful if you can quickly go back to specific parts.
* Take advantage of “Lightening Mode” if it’s difficult to type while listening to the lecture.
* Organize your notes with Headings.
* Dedicate time outside of class to review notes. The advantage of having the recording is that you don’t have to stress out about missing something important, however this means you will need time outside of class to review. Having your bullet points can give you places to go back to in the recording to buff up your notes.
* Write down questions that you have. Ask the questions when given the opportunity.
* If your class is virtual, you can take snapshots and import them into your notes.
* Spend time before classes begin practicing notetaking with Glean. You can take notes on your favorite TV show or movie. This gives you an opportunity to try out the different tools that are offered and figure out which will work for you.