Evaluate Your Notetaking

The **more often** you do this, the better:

1/ I avoided writing the same point down two or three times.  
2/ I began each "new" fact or idea on a separate line.  
3/ I crossed out mistakes, once, rather than several times.  
4/ I had a subject heading for my notes.  
5/ I included all of the speaker's points.  
6/ I indented and labelled my notes.  
7/ I left room to expand on an idea or complete a point or detail that I couldn't get down in its entirety.  
8/ I limited myself to words and phrases to record a particular point or detail.  
9/ I underlined "key" words.  
10/ I used headings and subheadings.  
11/ I used the left-hand margin for additions, corrections, and personal observations.  
12/ When appropriate, I used symbols and abbreviations.  
13/ When I went over my notes, their meaning was entirely clear to me.

The **less often** you do this, the better:

14/ I "doodled."  
15/ I hurried my notes; my handwriting was difficult to read.  
16/ I included redundant material in my notes.  
17/ I took "skeleton" notes.  
18/ I tried to get everything down *verbatim*.  
19/ I wrote more or less continuously.  
20/ I wrote over mistakes.