Taking good notes is a process. Follow these suggestions and you will discover that your note-taking and study skills will improve over time.

1. Prepare for a lecture class by reading the assignments prior to class.
2. Review notes from the previous class.
3. Make sure to listen with an open mind and concentrate on the lecture.
4. Record main ideas and sufficient details and examples to help you recall the information.
5. Use handouts (i.e. outlines, PowerPoint) to guide you in recording main ideas.
6. Try to use a format in taking notes, i.e. outline, concept map.
7. Leave blank spaces in your notes so that you can add missing details during the editing phase.
8. Use a highlighter when reviewing notes.
9. Correct and revise notes within 24 hours after taking them. Otherwise, you might lose 50-80% of the information.
10. Review notes on a continuous systematic basis. In this way, you can avoid cramming before an exam.