



COMPUTEK
COLLEGE



EFFECTIVE NOTE-TAKING STRATEGIES:

CAPTURE WHAT MATTERS

Good note-taking is more than writing down everything your instructor says - it's about organizing information in a way that helps you understand, retain, and review it efficiently. Here are practical strategies to make your notes work for you:

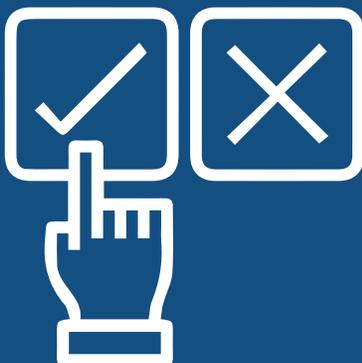
1. Choose the Right Method

- **Cornell Method:** Divide your page into sections for notes, key points, and a summary. Great for review and self-testing.
- **Mind Mapping:** Use diagrams to connect ideas visually. Perfect for brainstorming or complex topics.
- **Outline Method:** Organize information hierarchically with headings and subpoints. Ideal for structured lectures or textbooks.
- **Digital Notes:** Tools like OneNote, Google Docs, or Notion allow easy organization, search, and sharing.



2. Be Selective

- Focus on main ideas, key terms, and examples - not every word.
- Use abbreviations, symbols, and short phrases to speed up note-taking.



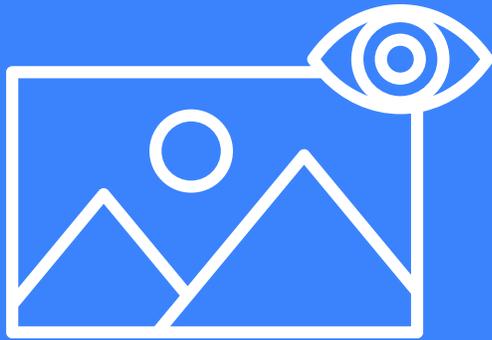
3. Engage with the Material

- Summarize concepts in your own words to reinforce understanding.
- Highlight connections between ideas or topics as you go.



4. Use Visuals

- Include diagrams, charts, or sketches to represent information visually.
- Visual cues make it easier to remember complex concepts.



5. Review & Revise

- Revisit your notes after class while the information is fresh.
- Fill in gaps, clarify unclear points, and reorganize if needed.



6. Stay Consistent

- Keep all notes for a course in one place, whether in a notebook, binder, or digital folder.
- Consistent note-taking habits make studying for exams faster and more effective.



Tip: Effective notes aren't just for class - they're your personal study guide. Experiment with methods, combine techniques, and find what works best for you.