

5 WAYS TO POWER UP YOUR NOTE TAKING STRATEGIES!

#1: TAKE NOTES IN YOUR OWN WORDS

- Your working memory stresses less when you think in your own words
- When you transcribe lectures, you spend less time learning concepts during lecture

#2: TRANSFORM YOUR NOTES AFTER CLASS

- Transforming notes into a summary, diagram, or mind map creates new retrieval paths to your memory.
- The test won't look like your notes; using and applying notes gives you practice with the materials in different formats.

#3: TAKE NOTES NO MATTER WHAT

- Instructor notes and slides are a good starting point, but your thinking matters!
- Include associations, questions, and details that might not be captured in the slides.

#4: TAKE NOTES BY HAND, IF POSSIBLE

- Note-taking on your laptop can invite multi-tasking and distract from listening and learning.
- You can always convert your notes to a digital format later as part of your study process.

#5: USE CONSISTENT ABBREVIATIONS & SYMBOLS

- Using abbreviations and symbols for common words saves time.
- It's helpful to develop personal associations; signal these connections with symbols.

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