

# Notetaking Before, During & After

Follow this plan to improve your notetaking. You will need to focus on your class content and notes before, during, and after each class.

## Daily

- **Review** previous day's notes.
- **Study today's lesson**, text, or readings.
- **Look ahead** to the next lecture -- note main topics or headings, subheadings, charts, tables, illustrations, etc.

## Before Class

- Become familiar with the **day's topic**.
- **Complete assignments** before class.
- **Review** your previous notes.
- Prepare a **list of questions**.
- **Arrive early** and be ready when the lecture begins.

## During Class

- **Concentrate** on what is being said. Try not to let your mind wander!
- **Listen and think** more than you write.
- Look for cues to **main ideas**:
  - *titles*
  - *topic sentences*
  - *repetitions*
  - *voice reflections*
  - *summaries*
- Focus on writing the **main ideas and key points**.
- Use **abbreviations** so you can be sure to get everything down.
- If the lecture is not well organized, put down all **main points and reorganize later**.
- If a point is missed, **leave a blank space** and get it later from another student or from the instructor.

## After Class

- Go back through your notes and **rewrite them adding relevant details**.
- If you left spaces for missed details, **fill them in** or ask a classmate or instructor for help.
- **Highlight, underline**, and use **checkmarks** (sparingly) to signify important areas.
- If you have questions, follow up with instructor after class to ensure understanding.

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