

Evaluate Your Note Taking Skills: Checklist

Directions: Place a checkmark next to the note-taking skills you have now:

- I attend every (or almost every) lecture in all my classes.
- I check the syllabus to find out what is being covered before I go to class.
- I read or at least skim through the reading assignment **before** attending the lecture.
- I attend lectures with a positive attitude about learning as much as possible.
- I am well rested so that I can focus on the lecture.
- I eat a light, nutritious meal before going to class.
- I sit in a location where I can see and hear easily.
- I have a three-ring binder, loose-leaf paper, and a pen for taking notes.
- I avoid external distractions (friends, sitting by the door).
- I am alert and able to concentrate on the lecture.
- I have a system for taking notes that works for me.
- I can determine the key ideas of the lecture and write them down in my notes.
- I can identify signal words that help to understand key points and organize my notes.
- I can write quickly using telegraphic sentences, abbreviations, and symbols.
- If I don't understand something in the lecture, I ask a question and get help.
- I write down everything written on the board or on visual materials used in the class.
- I review my notes immediately after class.
- I have intermediate review sessions to review previous notes.
- I use my notes to predict questions for the exam.
- I have clear and complete notes that help me to prepare adequately for exams.

