3 Stages of Note Taking

1. Before class
   - Finish or at least review any homework and textbook reading assignments given for that class
   - Review notes from previous class to refresh your memory
   - Identify terms from text and create flash cards to learn them
   - Arrive before the lecture begins
   - Choose a good seat where you can easily see and hear the professor

2. During Class
   - Watch for cues from the instructor emphasizing certain material (e.g. change in voice inflection, animated movements, writing on board). Pay special attention to the first and last 5 minutes of class
   - Listen, think, then write
   - Take notes using a consistent, organized system that you developed
   - Develop your own shorthand system using abbreviations and symbols
   - Participate in class and ask questions
   - Write down major ideas, details, and examples
   - Skip lines in order to add material during a review or to show where a new idea begins

3. After Class
   - Review and edit notes within 24 hours
   - Use text to fill in missed words, clarify notes, and add examples
   - Identify any questions for the next class that need clarification by the professor
   - Organize notes with symbols or color codes to identify definitions, test questions, etc.
   - Compare and discuss your notes with a friend to check for completeness and accuracy
   - Conduct short weekly reviews