



**MAKE  
TAKING  
NOTES IN  
CLASS FUN  
AND EASY**



## 1-Be prepared.

Before you head to class, do a quick check to make sure you have what you need. This might mean paper, pens, pencils, and highlighters, and/or your laptop.



## 2-Abbreviate!

Most of us don't have time for a lesson in shorthand, and even transcribing on a keyboard can be a challenge.

So, what should you do?

Create your own abbreviations, particularly for connector words so you have more time to jot down the meaty info.

For instance, use "d/n" for "do not" and "bf" for "before." Just make sure you understand your own shortcuts!



## 3- Color Color Color

If you're a visual person, devise a color-coding system using highlighters and rainbow pens or try out colorful type on your computer. This will help you organize the info as you go! Not to mention, a dose of color will make your notes more aesthetically pleasing, thus giving you some added motivation to look at them again and again. Time goes for nice fonts on your lapt



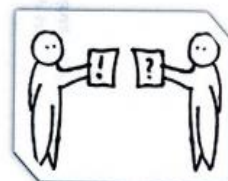
## 4-Really review.

Set aside a few minutes after you finish taking your notes to go back and tweak them. While you still have fresh memories of the lecture, plug in any points you might have missed, flesh out vague notations, and add extra explanations you feel you'll need later. To retain what you've learned, continue to review your notes throughout the semester.



## 5-Sharing is caring.

Give your notes to your classmates and vice versa! Pooling your resources means filling in any holes you might have missed individually, not to mention augmenting the knowledge you already have. There's a motivation factor, too: If you know you'll be sharing with your peers, you're more likely to do a better note-taking job in the first place. Consider this a positive result of peer pressure!



## 6-Embrace technology.

If you're not a notebook- and-rollerball kind of girl (or even if you are!), you should consider making the most out of your laptop/phone/tablet with these great tools:

Microsoft OneNote  
Microsoft Office 365 University  
Evernote or Google Drive

