

DO	DON'T
✓ Translate key points, main ideas and concepts and write them down in your own words.	X Don't directly copy word for word from what you hear/watch/read.
✓ Take notes for all lectures, classes, readings, assignments, etc.	X Don't consider PowerPoint slide handouts as your notes, make your own.
✓ Take notes by hand whenever possible.	X Don't rely on digital automated note-taking or voice recording applications too much, your own thinking and note creating process boosts your learning.
✓ In your notes leave enough space to be able to add additional material later, write only on one side of the page.	X Don't write on small notebooks or on both sides of the page.
✓ Write date, time, class, topic on your notes and number your pages.	X Don't store your notes without checking if you have written the date, time, class, topic on them.
✓ Transform your notes after class and use them to comprehend and learn the material.	X Don't throw your notes after you finish your lecture/class/article/assignment but use and apply them in your learning.
✓ Be brief, use phrases and consistent abbreviations and symbols.	X Don't write full sentences and do not try to write down most of what you read/watch/hear. Take notes only 20% of the time.
✓ Use color, shape, lines and images in your notes to highlight, link, group ideas and boost your revision process.	X Don't use only words/text but include some visuals, as well.
✓ Mark the points you want to return to or add detail later when studying.	X Don't worry if you miss something or don't understand something, note it down to check later.
✓ Be flexible and try using different note-taking strategies for different classes/lectures/ assignments.	X Don't stick to only one strategy for all classes/assignments, challenge yourself to try new note-taking methods that may work better for you on each specific occasion.
✓ Take notes in all of your learning environments (physical and virtual) and discuss them with classmates.	X Don't rely on someone else's notes, always have your own notes but compare and discuss them with others.