How to Use Your Note-Taker’s Notes

DO:

☑ As you receive the notes, date them and file the pages in a three-ring binder or other notebook.

☑ Review your notes the day you receive them. Research indicates that 80% of new material can be recalled if you review notes within the first 24 hours of presentation.

☑ Review your notes using strategies such as:
  - Marking important information, by using a highlighter, underlining, or inserting asterisks.
  - Comparing them with your own notes, if you take them, and inserting new information.
  - Inserting a “?” next to concepts you don’t understand. You can bring these questions to your instructor, TA, or tutor for clarification.

☑ Mark announcements and information about upcoming exams or papers. Add due dates to your calendar, if needed.

DO NOT:

☒ Toss the notes into a pile or stuff them in your notebook without a review. In order to make good use of the notes and to monitor their quality, you must organize and review the notes as you receive them.

☒ Wait to organize and review your notes until right before the exam. That is a lot of information to process in one review, so your exam preparation will be less effective.

☒ Try to learn your notes by reading them over and over. Re-reading is not an efficient review technique, because it takes too much time relative to the amount of information you learn.