

A Notetaking Checklist

Did I:

- Review assignments using active reading
- List and look up unfamiliar terms and concepts
- List questions to ask or points where clarification is needed
- Note difficult portions of the text
- Put notes in the appropriate notebook or section
- Arrange them according to type of notes
- Begin each set on a new dated and numbered page
- Abbreviate
- Put notes into my own words
- Keep the notes brief
- Use the coding scheme I developed
- Locate missing information
- Check my texts and references to clarify a lecture
- Number items or distinguish between major/minor points
- Look/listen for word clues and other ways important concepts are highlighted
- Review lecture notes within 24 hours
- Check for errors and omissions