

# Study Skills: Note-taking

## WHY NOTE-TAKING REALLY MATTERS

Note-taking is a way of capturing and organising information that you want to understand and remember for the future. There are many ways that note-taking can help you...



## SO, HOW DO I DO IT? 8 TOP TIPS...

Here are our 8 top tips to help you take effective notes...

1. **Before you start**, decide how you will save your notes, so you can organise your studies and easily find your notes in the future.
2. **Use your own words**. Don't just write down word-for-word what is being said. Summarising it in your language helps you understand.
3. **Don't just rely on words**. It's a good idea to use diagrams, drawings, colours, arrows, doodles, charts and emojis in your notes. Any of these will help engage your mind further 😊 Get creative!
4. **Structure your notes**. Think about using headings, sub-headings, tables, times, dates, bullet points, numbered lists (like this one!) or anything else that helps to group information together.

5. **Work on your notes.** After class finishes, review what you've put down and work on it further. Try to make your notes as clear as you can. Your future self will thank you! And if there is something you don't understand, make a note of it for your next class and ask your lecturer.
6. **Want a recording?** Find out if the lecture will be recorded. If not, ask if you can record the lecture yourself. You can do this using your phone.
7. **Come back to your notes regularly.** It can be very effective to read back the notes you have taken. Doing this once a week will help you remember and build up your knowledge of the whole unit... and course!
8. **Try different approaches.** Experiment with different approaches. Find one that suits you best. There are some at the bottom of the page...



### Using a COMPUTER OR PHONE for note-taking...

ADVANTAGES	THINGS TO BE MINDFUL OF...
Typing can be easier than writing	Phones can be distracting...
Digital files are easier to save & store	...as can computers!
Special note-taking apps available*	You could run out of battery

\*If you are interested in trying note-taking apps, have a look at some of these: Evernote, Microsoft One Note, Notion, Apple Notes, DayOne and Google Keep.



### Using PEN AND PAPER for note-taking...

ADVANTAGES	THINGS TO BE MINDFUL OF...
Notepads don't run out of batteries!	Keep your notebook with you
Be creative as you like	Photograph your notes for a back-up
Less distractions compared to phone	Use a filing system to store notes

## FURTHER INFORMATION

There good guides online for a range of specific note-taking methods that might work for you. Have a search for the following methods:

- **The Outline Method** – good for ordered capturing of information
- **The Cornell Method** – helpful for processing and remembering
- **Mind Maps** – great for more visual learners
- **Pattern Notes** – organise and connect the ideas you've heard