

# Effective Note Taking



<b>Importance</b>	<ul style="list-style-type: none"><li>• Taking notes will help you recall the information presented during lecture.</li><li>• It is helpful to come up with a system that works for you.</li><li>• This can be writing notes on paper, creating your own flow charts/diagrams, or using iPad/computer apps.</li></ul>
<b>Do</b>	<ul style="list-style-type: none"><li>• Label each set of notes with course name, date, topic + page numbers.</li><li>• Make your notes brief and underline key terms.</li><li>• Summarize points in your own words.</li><li>• Use examples and pictures to help you remember topics.</li><li>• Write down information that faculty say: “this is important”, “the two main reasons”, “pay attention”.</li><li>• Use abbreviations that make sense for you.</li><li>• Neaten up messy handwriting and add detail to topics that may not be clear.</li></ul>
<b>Don't</b>	<ul style="list-style-type: none"><li>• Write complete sentences.</li><li>• Make flash cards.</li><li>• Write down everything on the PowerPoints.</li><li>• Highlight all information on page.</li><li>• Wait until the week of an exam to review notes.</li></ul>



**MGH INSTITUTE**  
OF HEALTH PROFESSIONS

**School of Nursing**