Note-taking Assessment

The following statements refer to issues in taking effective notes. Circle the rating that best reflects your current behavior for each item. Be as honest as you can in responding to these statements so that you can create a realistic picture of how you listen and take notes right now. Your strengths and areas for improvement will be more easily recognized if you are accurate and objective as you complete this assessment. An increase in your awareness of these behaviors can lead to more effective choices and enhanced success in learning.

1. I arrive on time for class rested, alert and with all necessary materials.  
   
2. I take action to help me focus on what the instructor is presenting and minimize distractions. 
   
3. I take legible notes in a consistent manner during lectures, class activities, and labs. 
   
4. I have my own method of abbreviating common words and using symbols to reduce time and space writing. 
   
5. I leave a couple of lines between topics and when I miss something so I can fill it in later. 
   
6. I know what my learning style is and use it to help me learn. 
   
7. I have experimented with a note-taking systems to find out what works best for me. 
   
8. Shortly after class I review and edit my notes to make sure I understand and can recall them. 
   
9. I check my notes with a classmate to see if I have covered the essentials well. 
   
10. I compare my notes with the textbook and add information I missed. 

   **If you have notetaking accommodations:**
   
   11. I look my notetaker’s notes regularly and add information I missed into my own notes. 
   
   12. I listen to the lecture recording after class and add information I missed into my notes. 

Effectively capturing information in class by taking notes or using lecture capturing technology can be one of the most powerful of study skills in your toolbox. Adopting some of the habits above can help you learn more actively and remember information you need to do well in your classes.