



# Note taking strategies

## Reading Notes

- **Organize notes into a logical form** using a [note taking system](#) such as outlining, [mapping](#) or the [Cornell method](#).
- **Highlight the key points** and distinguish main points from details.
- **Take notes selectively.** Instead of copying information word by word from your reading, translate ideas into your own words.
- **Record possible questions** related to the material. This makes it easy to follow up with professors during office hours or next time in class.
- **Annotate your notes** by asking yourself questions, such as
  - Why is this important?
  - What does it mean?
  - How does it work? (e.g., the system/formula/mechanism, etc.)
  - How does it connect or contrast with other concepts in the course so far?
  - How does it relate to information presented in lecture or other readings?
- **Make it visual** by using diagrams, illustrations, color highlighters, or any other kind of visual that helps you emphasize what is most important to remember.
- **Keep your notes organized** by numbering your pages and indicating the book chapter or article you are referencing at the top of the page.
- **Cite your sources** as you take notes and specify where information is coming from, e.g. from a book, an online article, a lecture note, etc.
- **Write a summary** at the end of one set of notes, or at the end of each page of notes.
- **Write by hand** and utilize its kinesthetic value, which boosts learning in a way that doesn't happen when you're typing.
- **Type your notes** if you want to process them deeper, or if you prefer the convenience of digital organization. Use note-taking apps such as Microsoft OneNote, Evernote or new favorites such as [Roam Research](#) or [Notion](#).

*Resources: [Rasmussen College](#) and [Stanford University](#).*