



# Improve Note Taking

- Abbreviate (e.g., texting abbreviations)**
- Eliminate vowels in words**
- Use word beginnings**
- Use standard symbols**
- Read textbooks and supplementary material before class**
- Improve your listening skills**
- Listen for main points during lecture**
- Try concept or mind maps**
- Use a modified outline, indent supporting details**
- Put separate points on separate lines**
- Leave white space to fill in with information from your textbook**
- Check publisher websites for outlines and notes**
- Exchange notes with another student in your classes**
- Seek feedback from professors about your notes**
- Leave a wide left margin to write retrieval cues**
- Watch for clues from professors**

Academic & Career Development Center  
013 University Health Services  
Stillwater, OK 74078  
405.744.6434  
[www.okstate.edu/ucs/acdc.html](http://www.okstate.edu/ucs/acdc.html)