

## HOW TO TAKE GREAT STUDY NOTES



### WHY SHOULD YOU LEARN THIS?

It can be tricky to know how much information to include in your study notes, or how to organise them. There are helpful ways to structure your notes, to make studying easier and more effective.

### WHAT?

Tips to take effective study notes, to help you understand and remember what you've written.

### INSTRUCTIONS:

#### You will need:

- Writing materials or a computer/tablet
- Your textbooks
- Highlighters or coloured markers

### WHAT TO DO:

- 01 Choose your style.** There are different ways to take notes, each with their own benefits. The five most common methods are: Cornell, Outlining, Mapping, Charting and Sentence Methods. Find out which suits you here: <https://www.oxfordlearning.com/5-effective-note-taking-methods/>
- 02 Keep it brief.** When you're reading a textbook or listening to your teacher, don't write long sentences, copying word-for-word what you've been told. Use short dot points and try to write in your own words. If it's easier, rewrite your notes later, or highlight the key headings and facts. This will also help you begin to remember them.
- 03 Learn to listen for important information.** The University of NSW has a great mind map of the six main things to listen for when taking notes in class or a lecture: <https://student.unsw.edu.au/note-taking-skills>
- 04 It's not just black and white.** Review your notes and use visual cues such as colours, symbols and highlighting, underlining, stars and call-outs to distinguish categories of information and helps you find important sections in your notes. If you lay out your notes in the Cornell, Mapping or Outlining styles, this will help you visually focus on (and remember) the key points.
- 05 Don't type it all.** Write and draw, too. It's a fact that writing helps you remember content better than typing, but it can also be more time-consuming. A mix of typed and written notes is more productive than just one method.

**06**

**Organise your notes.** Make sure they're grouped into subject matter, chapters, categories, themes etc. You can colour-code the tops of pages or pull them out of a coil-bound book to sort into course folders. You might want to keep one folder per course. It's harder to study when information is scattered across multiple places.



## GOT IT?

- You feel organised and confident that you've captured all the information you need to succeed, in a form that works for your thinking style.



## TRY THIS

If you feel like you've nailed it but you want to level up, try this:

- Start taking effective notes from the first day of school. This way, they're organised early, not just during study periods right before an exam.
- Every day, review your notes for the subjects you've studied that day.
- Decide on a personal code of symbols or colours for organising your study notes.

## SO WHAT?

- Taking great study notes helps you feel prepared for an exam. This can reduce any stress or anxiety. It's also a great way to process and organise information, which is a handy skill to have in life.

## WHAT ACTION WILL YOU TAKE?

- Get a notebook, highlighters and coloured markers
- Decide which style of notes you'll take
- Edit or rewrite any notes that need shaping up



## IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- [How to Revise for Exams](#)
- [How to Reduce Exam Anxiety](#)
- [How to Write Study Goals](#)
- [How to Use the Pomodoro Productivity Technique](#)