

Below, you will find 14 questions about note taking that reflect important skills for success in college. Read each one and put a checkmark in the column on the right (always, sometimes, or never) that best reflects your note taking habits. When finished, review the questions for which you have answered “sometimes” or “never” and focus on these skills as you work to improve your note taking abilities.

	HOW OFTEN...	Almost Always	Sometimes	Almost Never
1.	do you read and take notes on the week's reading assignment(s) before class?			
2.	do you include the date and course title at the beginning of your notes?			
3.	do you ask clarifying questions of your instructor if you do not understand a specific point?			
4.	do you borrow a classmate's notes if you miss something during class or are unable to attend?			
5.	do you use a consistent and efficient note taking system?			
6.	do you take notes in addition to what is written on the board or included on a handout?			
7.	do you paraphrase key points of discussions and lectures rather than writing words verbatim?			
8.	do you find yourself able to participate in class <i>and</i> take notes at the same time?			
9.	do you review, update, and clarify your notes within 24 hours of class ending?			
10.	do you keep your notes organized chronologically by course?			
11.	are you able to find your notes when you need them?			
12.	do you review your notes even when a test is NOT coming up?			
13.	do you find your notes legible and easy to understand while studying?			
14.	do you feel that your notes were helpful study tools after you took the test?			

<b>TOPIC/AREA OF FOCUS</b>	<b>RELATED QUESTION(S)</b>
<b>PRE-CLASS PREPARATION</b>	1
<b>ORGANIZATION</b>	2, 5, 8, 10, 11, 13
<b>SELF-ADVOCACY &amp; AWARENESS</b>	3, 4
<b>COMPREHENSION</b>	6, 7, 8, 13, 14
<b>POST-CLASS REVIEW</b>	9, 12