



Top 10 Note-Taking Checklist

Taking notes is an important skill, but it's only effective if you're taking effective notes. Use this 10-point checklist to make sure you are getting the most from your notes.

- Contains the correct information
- Includes every Big Idea
- Selectively includes the most important Key Details
- Key Details are connected to the Big Idea they support
- Includes stories, examples, or explanations that clarify concepts from class
- Includes group activities or helpful student comments
- Written in your own words
- Includes personal reflections, comments, or connections to other info
- Uses abbreviations for commonly-occurring words
- Legible enough to be referenced later