

Take Notes Like a Pro: Capture, Organize, Remember

Your notes are your personal study toolkit. Here are some strategies to make them clear, organized, and effective for learning.

Organize Your Notes

- Divide your page into sections for main ideas, examples, and questions.
- Use headings, bullets, and indents to structure your content.
- Leave space so you can add information later.

 **My organization trick:** _____

Visual Notes

- Draw diagrams, charts, or sketches to connect ideas.
- Use colors to highlight important points.
- Add arrows or boxes to show relationships.

 **My visual note idea:** _____

Review & Revise Notes

- Go over your notes within 24 hours.
- Summarize key points in your own words.
- Highlight anything confusing to ask about later.

 **My review method:** _____

Active Note-Taking Strategies

- Write questions in the margins to quiz yourself.
- Use shorthand/symbols to speed up writing.
- Summarize each page/section at the end.

 **My active note tip:** _____

Make Notes Work for You

- Keep notes for each subject together in a notebook or folder.
- Use notes to build study guides or flashcards.
- Personalize your notes so they are easy to understand later.

 **How I personalize my notes:** _____



Download your “Take Notes Like a Pro” Tips Sheet and make it your own—try different techniques, add your best tips, and create a system that helps you learn and remember more efficiently.