7 Easy tips for better *note-taking*

FOR PRODUCTIVITY & RECALL
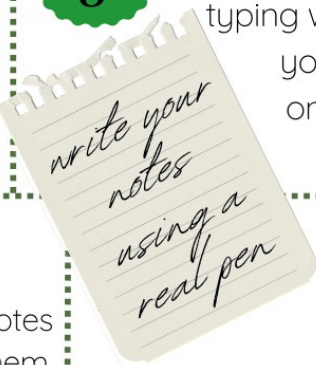
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key points & facts
Focus on writing the key points and facts vs using full sentences. This will help you to understand the key information and recall it and not just to memorize it.

2 Use **headings**, subheadings & highlights when taking notes.

3 **Writing** notes vs typing will focus your brain on the key content.

write your notes using a real pen

4 Don't write notes and leave them. **Engage** with your notes. Take a quiz, teach the concept, summarize the notes or apply them. Review your notes regularly.

5 Try different **methods** of note-taking from mind-maps to outlines. Search "note-taking methods" to find tutorials on the Cornell method, Sketchnotes, etc.

Visuals help to process concepts and can aid in memory & recall. **6**

7 **Organize** your notes in one place to help revise later.

Reminder: *less is more.*

Write down the key points, not every point. By noting only the key points, you are more likely to understand and retain the information.