Tips & Techniques
Listening is the first step in successful note taking. If you do not understand how to listen properly, you will not be able to correctly store information in your brain, or on your paper! Not only is listening well a part of college, but apart of life!

Removing Distractions
How many things distract you in class?

**External Distractions:**
These include listening to someone’s conversation behind you, texting, Facebook, and Pinterest.

**Internal Distractions:**
These include having a poor attitude or simply zoning out and sleeping!

TQLR
Active Listening

**T: Tune In**
Avoid distractions to focus on what you are learning and hearing.

**Q: Question**
Come prepared with questions, and ask them as the topics arise.

**L: Listen**
Pay attention to questions that have already been answered, and the extra information the teacher provides.

**R: Review**
Dedicate time to go through your notes, making sure you fully understand them.

3 Techniques for Concentration
1. Summarize with the speaker is saying in your notes, or to yourself
2. Try to understand where the speaker is directing the topic next, and how it relates.
3. Question the truth and validity of the speaker’s words and how they apply to your life.

One of the most effective ways to focus your attention is to manipulate information to our personal interests...

This leads us to **ACTIVE NOTE TAKING**.
TAKE SMARTER NOTES

Listening and Note Taking

Wednesday 4/16
Chapters 3-5

2. LABELING
Identify when the notes were taken and the topic that was covered.

3. FORMATS & TECHNIQUES
Stay consistent with your formatting for all your classes and notes. You can add variety to your notes and make them easier to call to memory by using techniques like these:

- Word: defined here, underlined for emphasis
- Key: important concepts/ideas
- Why box your questions? To make them more memorable.
- Use color and highlighters.

4. ABBREVIATE & PERSONALIZE
Ex:
- C/H: Calvin & Hobbes
- C'M: Calvin’s Mom
- CB: CalvinBall

5. USE WHITE SPACE
If you didn’t hear what the professor just defined, or want to elaborate on something later, leave space for it so you can fill it in later where it will make sense.

6. MAKE IT CONNECT
Use whatever helps you remember the important stuff: processes, order, and causal/correlational relationships. You can use diagrams, timelines, outlines, etc.

The 3 delusions:
I. Spaceman Spiff
   A. fighting aliens
      1. represents tackling challenges
II. Alien parents ...