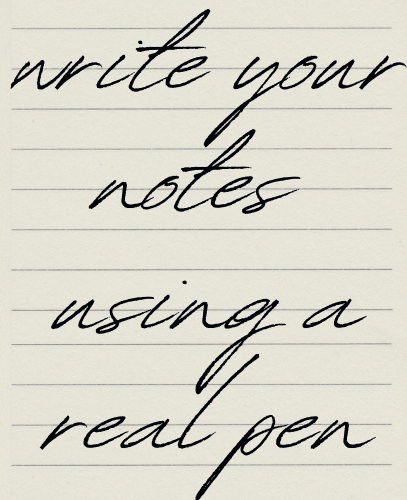# 7 Easy tips for better *note-taking*

FOR PRODUCTIVITY & RECALL

1 **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.

write your notes using a real pen

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

4 Try different methods of note-taking from mind-maps to outlines. Search "note-taking methods" to find tutorials online.
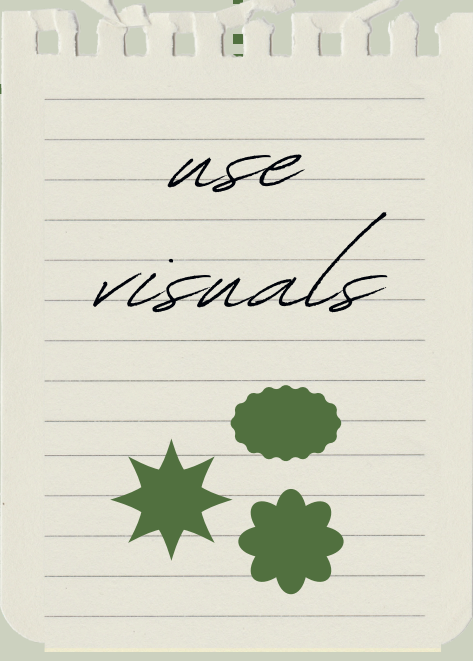
5 **engage**
Don't write notes and leave them. Engage with your notes. Take a quiz, teach the concept, summarize the notes or apply them.

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

use visuals

Organise your notes in one place to help revise later..
7

Reminder: *less is more.*
Write down the key points, not every point. By noting only the key points, you are more likely to understand.

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