

Common Issues in Note-taking

Problem: Trying to write too much

- Easy to want to write down everything the professor says-- but that's impossible
- Notes don't make much sense afterwards, and while trying to take down everything they're saying you miss the main ideas

Solution: Stop taking dictation, start writing only the most important information

- Concentrate on the lecture, listen for the professor's main ideas
 - Try to identify an intro, its points/examples, a concept, its points/examples, etc
 - Use short phrases rather than sentences
- Write an outline of the lecture by memory
- Write a summary of the lecture in your own words

Problem: Writing too little

- Some students have the opposite problem, and only write an occasional note
- This may help with interesting facts/things you think you should memorize, but this usually doesn't help with retaining the main ideas

Solution: Aim to have a minimum number of pages per hour of lecture

- For example, aim to take 2-4 pages of notes in a 1 hour lecture

Problem: Not recognizing the main points and other important information

- While this manifests itself in notetaking, this problem is not caused by notetaking

Solution: Compare with peers

- This could be a situation in which comparing notes with other students in your class could be helpful
- See what they considered important, ask what they considered important, and compare notes.

Common Issues in Studying

Problem: Procrastination

- One of the most common problems, even if you don't know you're doing it!

Solution: Take a ten minute break

- When you sit down for the next attempt, your head will be clear and you'll be more ready to tackle your work

Problem: Disorganization

- Hard to focus on studying if your notes/agenda/mind is disorganized

Solution: Dedicate time to reorganize

- Put aside an hour or so to restructure whatever you feel would be most important
- Commit yourself to reorganizing, rather than stressing out about wasting time you could be spending studying
- Seek help for reorganization -- ARC, friends, online resources (Be Focused.com/ app)

Problem: Not knowing where to start

- Feel overwhelmed and don't know how to begin

Solution: Make a plan

- Go through syllabus, revisit work from throughout the semester
- Construct a plan of how you are going to tackle your studying
 - Start early; don't wait until the last minute
 - Be realistic. Break your work into chunks that are doable over the weeks
- You have made it this far! Build from your foundation up.

Problem: Unproductive environment

- Having trouble focusing

Solution: Find the best environment to work in for you

- Everyone's ideal study environment is different-- don't diminish your studying just because your friends have different ideal study environments than you
 - Note: this does not have to be the third floor of the library
 - Some people are distracted by silence, others by noise, some prefer desks, some prefer comfy chairs, etc

- Works Cited

Fishel, Judy. *Straight A's Are Not Enough: Breakthroughs in Learning for College Students*. Stuart, FL: Flying Heron, 2015. Print.

Ender, Steven C., and Fred B. Newton. *Students Helping Students: A Guide for Peer Educators on College Campuses*. San Francisco: Jossey-Bass, 2000. Print.

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