

# Condensing Notes

## Why is this important?

- Turns large amounts of information into manageable chunks
- Filters out irrelevant information
- Allows you to focus on what you don't know
- Process is good for long term memory
- Practice deciphering between relevant and irrelevant information

## Lecture note tips

- *Before the lecture*
  - o Quickly preview the information to be discussed
  - o Think about what you already know about this information
  - o Write out questions you think you may need to know
- *During the lecture*
  - o Write out information that isn't on the PowerPoint
  - o Write down examples, scenarios, or questions the instructor talks about
- *After the lecture*
  - o Read through your notes to fill in any holes – use your memory or parts of the lecture, but don't watch the full lecture over again
  - o Condense the information into 1-pagers

## Video and other media note tips

- Read the description before you watch – think about what you already know about this topic
- Take screenshots to incorporate into your notes
- Draw out images and diagrams to help you remember them later
- Stick to the main points and details – not everything that is said

## Textbook note tips

- Paraphrase, outline, summarize, and abbreviate
- Use your own words – no complete sentences
- Note key concepts and key words – use bold terms and end of chapter summaries
- Use charts and tables to create your own versions incorporating all other notes you've taken from other sources

## Bring it all together

- Group similar concepts and ideas together
- Organize by topic/learning objective
- Find relationships
- Color code and highlight
- Leave space for additional notes
- Draw, graph, chart whenever possible