

CONDENSING NOTES

Why are condensing notes so important?

- Turns large amount of information into manageable chunks
- Filters out the irrelevant
- Removes the information you already know so you can focus on that you do not
- Process of reviewing and condensing notes is good for long-term memory
- Learning how to decipher between relevant and irrelevant information is vital to being a good physician

Important tips regarding lecture notes:

- **Before Lecture:**
 - Quickly preview the information that will be discussed (if available)
 - Think through what you may already know about the topic
 - Write a list of questions that you think you will need to know
- **During Lecture:**
 - Write only information that is not already on PowerPoint slides
 - Make sure to write down any examples, scenarios or MCQ's the professor talks about
- **After Lecture:**
 - Read through your notes and try to fill in any spaces you may have missed. You can use your memory or lecture capture but do not watch entire lecture capture.
 - Condense all the information from the lecture into 1-page (front and back) of the most important aspects of the lecture.

When taking notes from videos or other media:

- Read the description before you watch
 - Consider any information you may already know about the topic being discussed
- Take screen shots that can be incorporated into your notes
- Draw out any images that you may need to refer back to
- Try to stick to the main points and very important details, rather than writing everything down

When taking notes from the textbook:

- Paraphrase, Outline, Summarize and Abbreviate
 - Outline - Copy subtitles leaving several inches in between.

- **Write notes in your own words. It will likely be more meaningful to you later. Leave out what you already know. No complete sentences.**
- **Note key concepts and key words. Take note of what is in bold. Textbook summary at the end of chapters can help.**
- **Create a list of facts, figures and statements.**
- **Use abbreviations and symbols instead of full words. =, +, <, >, 'v' for 'very', 'a' for 'about', 't' for 'time', can be written as 'v'.**
- **Charts, graphs and tables in textbooks can inspire the creation of your own charts, tables and graphs.**

Bringing it all together:

- **Group similar concepts and ideas together**
- **Organize your condensed notes by topic or learning objective**
- **Look for the relationships among different ideas and resources**
- **Color code and highlight**
- **Leave space - you may be adding to your notes as the semester unfolds.**
- **Evaluate: Get feedback on your notes from professor, tutor or advisor**
- **Draw it, graph it, chart it**
 - **Create things such as a concept map (etc.) that will allow you to see the big picture as well as all the small details**
- **Make the information come alive**
 - **Use the information to create a story, mnemonic, song that will help you remember**
- **Annotate**
 - **Make notes that help you understand anywhere you need to.**
 - **Margin of textbook or notes**
 - **Outside of a graph** **On handouts or activities**