NOTE TAKING STRATEGIES
Worksheet Guide

Creating Motivation & Value for the Strategies
Ask one of the following:
“How are notes helpful to you as a student?”
“What can you gain by taking notes?”

Consequence question:
“What might happen if you continue to not take notes?”

Finding a Starting Point
To explore different approaches and strategies to note taking that the student has or has not tried, request the student complete the note taking strategies inventory.

“Let’s explore what you’ve tried already. Take a minute to review the strategy and indicate how often you currently use the strategy. There are no right or wrong answers. This will give us a starting point.”

After the student has filled in the chart, discuss the responses by asking the reflection questions.

“Tell me a little bit about which strategies you have tried and how they work for you.”
“What stood out to you as a strategy you have commonly used that works for you?”
“What is a strategy you haven’t tried, but think may be helpful? Why will that be helpful?”

Guide for the Note-Taking Inventory
As you talk through the strategies and the student shares what has worked and what they may be interested in trying, use the chart below to ask some follow-up questions.

<table>
<thead>
<tr>
<th>Take notes (and date them)</th>
<th>How do you keep your notes organized?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit near or at the front of the class</td>
<td>What is your rational for where you sit in class?</td>
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</tbody>
</table>
| Makes notes in the margins of the text when I read | What types of things do you write down?
What do you do with these notes?
How do you know what to write in the margins? |
| Pause periodically while reviewing notes to summarize or paraphrase the information | How does summarizing help you? |
| Create outlines, concept maps or organizational charts of how ideas fit together | What are advantages of creating a visual organization of the text? |
| Write down questions I want to ask the instructor | Where do you write these down?
Why do professors have office hours? |
| Reorganize and fill in notes I took in class | How do you utilize your notes? Why is this helpful? |
| Put things in my own words | How is this strategy helpful to you? |
| Write out my own descriptions of the main concepts | How is this helpful to you? |
| Keep track of things I do not understand and note when they finally become clear and what made that happen | How do you know when you don’t understand?
What do you do to improve understanding? |

Method: I take notes via:
What are the advantages to taking notes through this method?
What are the disadvantages?
How do you avoid the challenges with this method?

(Turn the worksheet over. You’ll come back to the final question on the front side at the end.)
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Strategy Review Guide
The worksheet outlines two note taking strategies. These are not the only two strategies, but these serve as a started point.

“There are two of several different strategies. If it’s okay with you, I’d like for us to talk through them quickly.”

Ask: “Have you ever heard of either of these strategies?”
If yes – “Awesome. What do you remember about the strategy? Did you try it? How did it go?”
If no – “Great. Let’s talk through these two strategies.”

Conclusion
(Turn back to the front page of the worksheet to answer the final question.)
“You shared that note taking is an area where you liked to make some improvements. We’ve talked about a lot of strategies today. What is one new strategy you are willing to try?”

“Why that strategy? How will you implement this strategy?”

Provide affirmation – “That’s a great strategy and it sounds like you believe it will support your academic efforts, which shows me you are committed to trying new things to support your success.”