

SMART Notetaking

	I do this	I sometimes do this	I never do this
When listening, reading or taking notes I have questions in my mind or know what information I am trying to gather			
I have systems for organising notes e.g. folders with dividers, headings on pages			
I use mind maps, bullet points lists, key words summaries etc. to make sure information is brief & easy to read			
I leave space in my notes to be able to add information later			
I use headings & subheadings in my notes			
I link key points with arrows, numbers or codes			
I draw boxes around notes to link them together			
I don't worry about notes sounding perfect grammatically as long as I will understand them when I reread them			
I use colour & images in notes to make things more memorable & easier to read			
I write down quotes, real names & key facts exactly as they are written or said			
I put sticky notes with key information onto to my walls or into my notes			
I have my own shorthand to speed up notetaking			
When reading I highlight keywords & phrases as I read			
When reading I jot down ideas, questions etc. in the margin as I read			
When reading a lot of information I photocopy them & highlight bits rather than writing out lots of notes (or write in the book if is mine)			
I put bookmarks into pages I need to read again or which contain important information			
I give star ratings to books to help me know which ones are useful to read again			
I always write down the book & page reference when I am making book notes			
I do overviews of my notes & go back over obvious gaps in my knowledge			
I go back over the notes I have made at a later date to check my understanding			
I transfer notes to a format that is easier for revision e.g. cue cards			