

THINKING ABOUT THINKING: METACOGNITIVE NOTE-TAKING

This approach, based on *how* you learn, promotes more effective note-taking. Whenever you begin a new section of notes write the **date**, **course/session**, and **topics** on the top of the page. Then (if not using template) draw a line down the center of the page, 1/4 or 1/3 the way from the left edge. At the end of each class session spend 3-5 minutes summarizing what you want to remember most and what you want to follow up on.

<u>Date:</u>	<u>Course/Session:</u>	<u>Topics:</u>
<u>Objectives:</u>	<p>Putting this information at the top of the page—</p> <ul style="list-style-type: none"> • primes your mind with what you already know about the topic, • makes making new connections faster and easier. <p>Under “objectives,” use action words such as <i>remembering, understanding, applying, evaluating, or creating.</i></p>	
<u>Reflections/Comments:</u>		
<p>Reflections: Use this space for noting—</p> <ul style="list-style-type: none"> • reactions, • questions, • connections to existing knowledge, and • responses to what happens during class. <p>It is important to capture your emotional responses, since emotions play a powerful role in skills and processes like <i>attention, memory, critical thinking, and problem-solving.</i></p> <p>When you review your connections and <i>how</i> you experienced the class, what you put in this column will act as a key and an index, aiding in recall.</p> <p>* This section keeps your note-taking active and metacognitive.</p>	<u>Notes:</u>	<p>Notes: Use this section for taking notes on what is being presented. These are notes on content.</p>
		<p>Summary: At the bottom of your notes after each class session, draw a line below your notes to write your summary. Spend between 3-5 minutes writing.</p> <ul style="list-style-type: none"> • Write your summaries before you sleep to help save and cement the new information in your brain. • Aim to review your summaries within 24 hrs.—to dramatically improve recall. <p>Not sure what to write in your summaries? Try the easy 3 sentence approach:</p> <ol style="list-style-type: none"> 1. Summarize what your professor is proposing you think about or do differently. 2. Reference the key supports for the argument. 3. Make a bullet list of what you want to remember most (**most valuable). <p>Then create appropriate items in your calendar and to do lists.</p>
		<u>Summary:</u>

<u>Date:</u> <u>Objectives:</u>	<u>Course/Session:</u>	<u>Topics:</u>
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		<u>Summary:</u>