

10 STEPS TO NOTE TAKING

This is note taking method that leads to deep understanding of complex material in accelerated periods of time.

After Class:

1. Read the chapter quickly

Wrap your mind around general concepts

No flashcards or highlighting

2. Re-read, turning key points into questions

Short answer questions

Most important information

3. Read through question/answer document twice

Make edits, repeat throughout the week

4. Create another document and remove answers

5. Hand write in answers for each question

Identify weak areas

This is where the learning magic happens!

6. Re-read sections on questions you are unable to answer

If having a hard time answering, go back to your text

7. Repeat steps 5-6 three times

Before Your Test:

8. Condense document to key 50-100 items

Focus on linchpins

Remove the fluff

9. Repeat steps 5-6 three times

Using your new condensed document

10. Randomize questions and answer them three more times

Print them out, cut them up, carry them with you!

This is a lot of work, but it will pay you back in dividends throughout your career as a nurse and you will be hooked after doing this just once.