

Title:

Write to Remember ~ Seven Keys to Better Note taking

Word Count:

826

Summary:

It's a line most of us don't cross ~ we either are note takers or we aren't. While this article

Keywords:

professional development, personal development, notes, notetaking, learning, training, action

Article Body:

People seem to be as divided on note taking as on any hot-button political issue. One group w

I'd rather focus on listening.  
I don't know what to write.  
Note taking never worked for me in school.

While the note taking enthusiasts will counter with:

Taking notes keeps me focused.  
I can always refer to my notes ~ I don't have to rely on my memory.  
Taking notes works for me.

While this article may not make the die-hard non-note takers convert, it will give them some t

Most of us use note taking techniques we learned or developed while in school. At that time ou

A group meeting  
A phone call  
An interview or other face-to-face meeting  
A workshop or seminar  
A book, article, newsletter or podcast

In all of these cases, while we want to acquire knowledge or information, the end goal of our

Here are seven ways to make your note taking more useful and valuable to you:

Start with the end in mind. Start by understanding why you are taking the notes. Don't take

Lose the linearity. Most people take notes that are very linear in nature. Not all lectures,

Capture ideas. While you are in the workshop or conversation new ideas will spring up. They

Capture actions. The thing you are discussing or learning about (and therefore taking notes o

Develop shortcuts. You will find that if you use abbreviations, or develop other shorthand th

Have a format. Perhaps you will find that developing a common format will make your note taki

Review and summarize. Perhaps the most valuable thing you can do comes after you are done. T

Each of these seven things can help you improve the value of your notes. If you take notes re

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