# 10 Tips for Effective Notetaking

1. **Personalize by taking notes in your own words**
2. **Color code your notes**
3. **Abbreviate commonly used words or phrases**
4. **Condense and paraphrase what you hear**
5. **Write questions for additional thought, discussion, or research**
6. **Leave blank spaces for filling in missing details later**
7. **Omit content such as anecdotes**
8. **Copy important names, dates, and formulas exactly as written**
9. **React by including your own thoughts [in brackets] so as not to confuse them with lecturer’s viewpoints**
10. **Relate by making note of relationships between content from lectures or readings**

For more tips, make an appointment with Academic Success Coaching via [https://studentsuccess.utdallas.edu/programs/academic-success-coaching](https://studentsuccess.utdallas.edu/programs/academic-success-coaching)