

1 = never
2 = rarely
3 = sometimes
4 = frequently
5 = always

Directions:

Circle the number that most accurately reflects your behavior.
Then list your goals below.

- | | |
|---|-----------|
| I come to class on time with all of my materials, prepared to take notes. | 1 2 3 4 5 |
| I have a separate notebook section for each class. | 1 2 3 4 5 |
| I employ a consistent note-taking method. | 1 2 3 4 5 |
| When instructors have pre-made lecture notes, I write additional notes on them. | 1 2 3 4 5 |
| I spend time between classes reviewing my notes. | 1 2 3 4 5 |
| I put dates, topics, and page numbers on my notes. | 1 2 3 4 5 |
| I listen for key words and concepts to get the main ideas out of a lecture. | 1 2 3 4 5 |
| I use abbreviations and symbols to speed up my note taking and allow me to record more information. | 1 2 3 4 5 |
| I read the text assignments before the lecture in order to relate my notes to what I've read. | 1 2 3 4 5 |
| I skip lines to show changes of topic. | 1 2 3 4 5 |
| I leave space when I miss information, and go back later to fill them in. | 1 2 3 4 5 |
| My handwriting is legible and my notes make sense to me when I read them later. | 1 2 3 4 5 |
| I review my notes after class and put key words in the left-hand margin. | 1 2 3 4 5 |
| I keep a list of words I don't understand, and look them up after class. | 1 2 3 4 5 |
| I create questions that I would like clarified in the next class session. | 1 2 3 4 5 |
| I generate sample test questions from the material in my notes. | 1 2 3 4 5 |
| I periodically quiz myself using my notes. | 1 2 3 4 5 |

Note-taking Goals: Concentrating on the statements to which you answered 1, 2, or 3, find three behaviors you wish to improve and list them below.

