1. **Always take the notes for a particular class in the same notebook. Spiral bound notebooks were invented because they solved the problem of keeping related information consolidated in one place. Take advantage of this.**
2. **Anything the instructor writes on the board should appear in your notes. If the instructor took the time to write it out, he or she considers it important. You should do the same.**
3. **You might find it useful to have a second color of pen or pencil available for highlighting important ideas or indicating vocabulary.**
4. **If possible, try to take your notes in some kind of outline form. The organization of ideas is as important as the content of those ideas, especially when it comes to learning the material for an exam.**
5. **You want to make you notes visually appealing, similar to making a resume. The better organized and attractive it is, the more likely you will read over them later!**
6. **Make a list of questions you do not get from the lecture and do not understand. These questions you can work on weekly with a friend, tutor or the professor. By the time the exam comes around.. you will have more confidence for those difficult areas!**
7. **Do not assume you are the only one that does not understand some of the class content. All of us have areas where we struggle. The most important thing you can do for yourself, as a student is NEVER STOP ASKING QUESTIONS!!**
8. **Before writing a paper or essay, always write down what you would like to put in the paper to talk about. This will be your own, personal outline and it will help you get started on that paper that you don’t have much motivation for to begin with!**
9. **Find someplace quiet to study where you will not be interrupted. Make sure the place is consistent and at the same time each week. Staying consistent will help with staying focus!**
10. **Always make room in your week for yourself! All the hard work and studying you do.. you need to set 1-2 days of fun time to reward yourself!**