

NOTE TAKING

TASSEL

To help me get distracted when taking notes.

Try not to doodle while taking notes.

- Doodling breaks your concentration and takes your focus away from your note taking.
- Each time you feel yourself wanting to doodle, take that urge and add write down what the teacher is saying.

Arrive at each class prepared.

- Read all assigned readings and review all previous lectures so that you will understand what is covered in the lecture.
- If you are not prepared, you will be more likely to daydream and become distracted.

Sit near the front of the classroom.

- Sit near the front so that you can clearly see the teacher, the chalkboard, and any overheads, Power Point or computer presentation.

Sit away from friends.

- If you sit near friends, you will be tempted to talk or pass notes to them.
- If you have assigned seats and you have to sit near friends, resist talking to them or passing notes during class.

End daydreaming.

- If you become aware that you are daydreaming, immediately change your position. Sit forward and look at the teacher's eyes.
- Turn your attention to the teacher and write down whatever s/he is saying even though later you find out that it was not important.

Look at the teacher.

- Make eye contact with the teacher as much as possible. This will give the feeling that you are having a conversation with the teacher.
- Whenever you are not taking notes or looking at the chalkboard, overheads, Power Point presentation, or computer screen, keep your eyes on the teacher.