Here are two examples of methods for taking notes. Some methods may work best in certain subjects or courses, and you may need to use a combination of two or more. This isn’t an exhaustive list, so there’s no need to feel limited. Find a system that works for you, but remember to keep an open mind to always improving!

**OUTLINING METHOD**

**Class Topic: How To Outline Notes:**

I. The first level is reserved for each new topic/idea and is very general.
   - a. This concept must always apply to the level above it (I).
      - i. This concept must always apply to the level above it (a).
      - ii. This is a second supporting piece of information for the level above it (a) but is equal to the previous information (i).
      - iii. This information is a sister to (i) and (ii).
   - b. This concept applies to the level above it (I) and is a “sister” to (a).

II. You don’t exclusively have to use Roman Numerals, Letters, and Numbers – try using indents, dashes, and bullets instead!

III. Outlining requires listening and writing in points, and in an organizational pattern based on space indentation.
   - a. Advantages to outlining:
      - i. It is well-organized.
      - ii. It records relationships and content.
      - iii. It reduces editing and is easy to review by turning the main points into questions.
   - b. Disadvantages to outlining:
      - i. It requires more thought during class for accurate organization.
      - ii. It does not always show relationships by sequence.
      - iii. It doesn’t work well if the lecture is moving at a quick pace.