Deciding that the information will be dull before you even hear it

Criticizing the professor

Using the same notetaking format in every class

Letting environmental distractions divert your attention

Missing subtle inflections in the professor’s voice

Overlooking the professor’s body language

Abbreviating too much

Writing so few words that the point is absent or ambiguous

Trying to write every word that the professor says

Writing so sloppily that you can’t read your own notes later on

Focusing only on factual information or minor details, while losing sight of the overall organization of the lecture or connections between ideas

Storing loose-leaf notes out of order, undated, and not numbered

Not reviewing the previous day’s notes before each lecture

Hesitating to ask a professor to slow down or repeat

Writing on every inch of the page, leaving no room to add information after class

Neglecting to reread your notes until right before an exam

Putting away your notebook near the end of class, even though the professor is still talking

Closing your notebook during a class discussion, a film, or a guest speaker

Sitting in the back of the room or too close to an open door

Texting or letting your cell phone distract you

Feeling impatient or giving up if the professor speaks with an accent

Relying on a taping device and not taking notes during class

Leaving your coat on and getting warm and drowsy