



Focused Note Taking Checklist

Use this checklist to help you move through all 5 phases of Focused Note Taking. When you have completed a task, check it off.

Phase 1: Note-Taking	<ul style="list-style-type: none"><input type="checkbox"/> Name, date, class, teacher, and period<input type="checkbox"/> Topic and Essential Question<input type="checkbox"/> Purposeful Format (Cornell Notes, Two Column and Three Column Notes, Graphic Organizers, Interactive Notebooks, Mind Maps, etc.)<input type="checkbox"/> All main ideas recorded, spacing between lines, bullets and indentation, paraphrased information
Phase 2: Processing Notes	<ul style="list-style-type: none"><input type="checkbox"/> Number the notes each time a new concept or main idea appears (1, 2, 3 or A, B, C)<input type="checkbox"/> Circle Key vocabulary<input type="checkbox"/> Highlight or underline main ideas<input type="checkbox"/> Fill in gaps with missing information (^)<input type="checkbox"/> Delete/cross out unimportant information<input type="checkbox"/> Identify points of confusion (?)<input type="checkbox"/> Identify information to be used on a test, quiz, essay, or AVID Tutorial (*)<input type="checkbox"/> Create a visual/symbol to represent concepts
Phase 3: Thinking and Connecting	<ul style="list-style-type: none"><input type="checkbox"/> Write leveled questions (Costa's Levels of Thinking)<input type="checkbox"/> Annotations!!! Write notes and comments in the margins to expand your thinking<input type="checkbox"/> Connect new learning to what you already know<input type="checkbox"/> Add new information/thinking in various colors
Phase 4: Summary and Reflection	<ul style="list-style-type: none"><input type="checkbox"/> Summarize: Answer the Essential Question and identify main ideas/important details<input type="checkbox"/> Reflect: Think about and analyze your learning to extend your understanding.
Phase 5: Applying Learning	<ul style="list-style-type: none"><input type="checkbox"/> Use for a test, essay, AVID Tutorial, etc.<input type="checkbox"/> Use as a learning tool (socratic seminar, philosophical chairs, quizzes, speeches, writing, presentations, group projects, experiments/labs, etc)