



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	☐ Name, date, class, teacher, and period ☐ Topic and Essential Question ☐ Purposeful Format (Cornell Notes, Two Column and Three Column Notes, Graphic Organizers, Interactive Notebooks, Mind Maps, etc.) ☐ All main ideas recorded, spacing between lines, bullets and indentation, paraphrased information
Phase 2: Processing Notes	☐ Number the notes each time a new concept or main idea appears (1, 2, 3 or A, B, C) ☐ Circle Key vocabulary ☐ Highlight or underline main ideas ☐ Fill in gaps with missing information (^) ☐ Delete/cross out unimportant information ☐ Identify points of confusion (?) ☐ Identify information to be used on a test, quiz, essay, or AVID Tutorial (*) ☐ Create a visual/symbol to represent concepts
Phase 3: Thinking and Connecting	☐ Write leveled questions (Costa's Levels of Thinking) ☐ Annotations!!! Write notes and comments in the margins to expand your thinking ☐ Connect new learning to what you already know ☐ Add new information/thinking in various colors
Phase 4: Summary and Reflection	☐ Summarize: Answer the Essential Question and identify main ideas/important details ☐ Reflect: Think about and analyze your learning to extend your understanding.
Phase 5: Applying Learning	☐ Use for a test, essay, AVID Tutorial, etc. ☐ Use as a learning tool (socratic seminar, philosophical chairs, quizzes, speeches, writing, presentations, group projects, experiments/labs, etc)