Do you want to take more effective notes during your lecture?

If so, use the Outline note-taking system to quickly organize key points as your professor talks.

The Outline system:
- Easy to use during lecture
- Great for structured classes and material
- Do your readings beforehand so you’ll know how to organize the information
- Can be hard to show comparisons and connections

**How it works**

**1. Organize the key ideas with headings**
This will differentiate the importance.

Try using different:
- Font sizes
- Colours
- Formatting

**2. Capture the key ideas using bullet points**