



NOTES TEMPLATES

FOR UNIVERSITY STUDENTS

GOOD NOTES TODAY, BETTER RESULTS TOMORROW. ♥



1. CORNELL NOTES

Best for lectures and structured note-taking.

CUES	NOTES
•	
•	
•	
•	
•	
•	
SUMMARY	

2. OUTLINE NOTES

Organize information in a clear hierarchy.

I. _____

A. _____

1. _____

2. _____

B. _____

II. _____

A. _____

1. _____

2. _____

B. _____

III. _____

A. _____

1. _____

2. _____

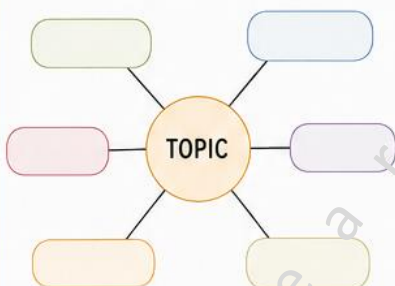
3. TWO-COLUMN NOTES

Compare ideas, pros & cons, causes & effects, etc.

LEFT / MAIN IDEA	RIGHT / DETAILS
•	•
•	•
•	•
•	•
•	•
•	•

4. MIND MAP

Visualize and connect ideas.



5. CHART TABLE

Organize and compare information clearly.

CATEGORY	DETAILS / DESCRIPTION	EXAMPLES	NOTES

6. BOX NOTES

Break down information into key sections.

MAIN IDEA / TOPIC	KEY POINTS
•	•
•	•
•	•
EXAMPLES	NOTES / EXTRA INFO
•	•
•	•
•	•

7. 3-2-1 SUMMARY

Summarize what you learned.

3	THINGS I LEARNED
•	
•	
2	THINGS I FOUND INTERESTING
•	
•	
1	QUESTION I STILL HAVE
•	

8. DAILY NOTES

Plan, track, and reflect every day.

DATE: _____

TODAY'S PLAN	KEY NOTES
☐ _____	• _____
☐ _____	• _____
☐ _____	• _____
☐ _____	
TO DO / TASKS	REFLECTION
☐ _____	_____
☐ _____	_____
☐ _____	_____

9. LECTURE REVIEW

Review and reinforce after class.

TOPIC / LECTURE: _____

DATE: _____

KEY CONCEPTS

• _____

• _____

• _____

IMPORTANT DETAILS	EXAMPLES / EVIDENCE
• _____	• _____
• _____	• _____
• _____	• _____

YOUR TAKEAWAY

TIPS FOR EFFECTIVE NOTES



Listen actively and understand.



Be concise and clear.



Highlight key points.



Use your own words.



Review and revise regularly.



Ask questions and stay curious.

“The way you take notes shapes the way you think.”