



## **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.

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