The Anatomy of the Outline Note-taking System

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

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

Try using different:
- ☑ Font sizes
- ☑ Colours
- ☑ Formatting

Capture the key ideas using bullet points