Living Well After Brain Cancer Treatment

Note-Taking

- **Use headings and/or subheadings.** Headings can help to categorize and organize the information.

- **Write down the main ideas.** Capture the important points. Don't try to write down everything.

- **Be prepared.** If you are going to a follow-up meeting, review what was discussed during the previous meeting. If you are going to a movie, do some research online to get the general plot, character names, names of actors, etc.

- **Leave white space.** Leave some blank space where you know you may be missing information or to fill in information, thoughts, or ideas afterwards.

- **Write out questions ahead of time.** Before going to a doctor's appointment or studying for a test, identify and write down your questions, with space for answers.

- **Focus on words that are in bold.** If reading a textbook or an article, note important things, such as words in bold, specific vocabulary used, or tables and charts.

- **Use abbreviations whenever possible.** Establishing and using symbols and abbreviations, such as "↑" for increase, "BT" for *Betsy Taylor*, etc., can save a lot of time when taking notes. Include a legend/key if necessary.

- **Answer the *Who, What, Where, When, Why*, and *How*.** You can use these standard journalism questions to guide the content of your notes. For example, fill in during your doctor's appointment, and apply with follow-up notes on the doctor's recommendations.

Whether for school, work, medical appointments, or just for entertainment, note-taking can help you better focus, absorb and retain information. It can also be quicker to refer to written notes than it is to re-listen to an entire recorded conversation.