

# **The 7 Steps to Math Note-Taking**

- 1: Record each problem step in the “examples” section.**
  
- 2: Record the reasons for each step in the “Explanation/Rules” section by using:**
  - Abbreviations
  - Short phrases, not sentences; and
  - Key words, properties, principles or formulas.
  
- 3: Record key words/concepts in the left two inch margin either during or immediately after lecture by reworking your notes.**
  
- 4: Cover up the “Example and Explanation” sections and recite out loud the meaning of the key words or concepts.**
  
- 5: Place a check mark by the key words/concepts that you didn’t know.**
  
- 6: Review the information that you checked until it is understood.**
  
- 7: Develop a math glossary for difficult-to-remember key words and concepts.**