1. Listen
	* Come to class with a positive attitude; this will help you focus, concentrate and get the most out of the lecture.
	* Sit close to the front of class as possible to improve your concentration and vision.
	* Stay focused on the content of the lecture.
	* Do not be distracted by classmates or daydreams.
	* Relate important points to concepts you already know.
	* Ask the instructor for clarification, if you don't understand.
	* Listen for words the signal important information.
2. Write
	* Bring pencils and paper to class and take math notes in pencil, not pen.
	* Always use the same notebook to take note for your math class. Your paper should be 8.5" by 11" in size.
	* Date each notebook entry.
	* Keep your math notes separate from notes from your other courses.
	* Copy down **everything** that the instructor writes on the board. If the instructor takes the time to write something, it is important.
	* Take notes, even though your understanding may not be complete.

1. Review
	* Review and reorganize your notes as soon as possible after class.
	* Write clearly and legibly.
	* Rewrite ideas in your own words.
	* Highlight important ideas, examples and issues with colored pens.
	* Review your class notes before the next class period.
	* Ask questions during office hours or the next class period if there are items that are unclear.
	* Review all your notes at least once per week to get a perspective on the course.
2. Reflect
	* Think about what you have written and connect it with other math concepts.
	* Begin to remember definitions, procedures, concepts, theorems and formulas that are in your notes.