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.