tions later on when studying.

How can I take notes faster?

• abbreviate familiar words/use symbols (+, →, #)	
• take notes in bullets and indents, not formal outlines	
• cut unnecessary words	

Down here, write one of the following: summary of what you read/lecture; the five most important points of the article/chapter/lecture; questions you still need to answer.

• use telegraphic sentences: "America enters war 12/44."