Focused Note-Taking Reflection Tool (Secondary)

Phase	Newbie	Developing Skills	Like a Pro
Taking Notes	I can follow the format for my notes if my teacher shows it to me. My notes contain complete sentences, and I often copy or use the same words as the speaker or text. I don't really think about how my notes look on the page.	I know how to use several formats of notes but pretty much stick to the same one unless my teacher tells me what to do. My notes are shorter than the original. I use some abbreviations and try to write in phrases rather than sentences. I try to follow an organizational pattern and leave breaks between sections of my notes.	I consider the purpose for my notes and select the best format based on what I will use the notes for. I'm always thinking about how to get the ideas into my notes in the shortest way possible while keeping the original meaning. A person looking at my notes could see how the ideas are organized and distinguish the main ideas from the details. I leave plenty of room for later additions.
Processing Notes	If my teacher tells me to revise my notes, I underline, highlight, or circle words without much thought. Otherwise, I rarely go back to my notes until I have to study or use them.	I revisit my notes once after taking them to mark main ideas, clarify, add information, and divide them into chunks.	I realize my notes are a work in progress and routinely revisit them to make them as clear and complete as possible. Each new encounter with my notes adds a layer of written interaction.
Connecting Thinking	The answers to questions I write on my notes can usually be found in the notes. I don't spend much time thinking about how the information in my notes relates to me or to ideas outside my notes.	I write questions in my notes that help me understand the content and think about it more deeply. I add my thoughts about how the ideas in my notes relate to me, to other learning, and to the wider world.	The questions I write about the content are ones I would enjoy discussing intellectually with others to get a deeper grasp on the topic. I try to make as many connections outside the notes as possible to link my learning to a bigger picture.
Summarizing and Reflecting on Learning	I wouldn't summarize my notes if I didn't have to. I don't find that it helps me understand what I've studied. I sometimes make general reflections at the end of my summary.	I write a clear summary that captures the main ideas of the notes. I include a reflection at the end to show how my notes will help me reach my learning objective.	Writing my summary provides me with another opportunity to review my notes, this time to capture the most important ideas to make sure I understand the big picture. I include several sentences of thoughtful reflection because I know that reflection makes learning meaningful.
Applying Learning	I sometimes find my notes to be useful in studying or in doing things to show what I have learned.	My notes help me to be successful on assessments and learning experiences that require me to demonstrate my learning. They are a useful study tool.	My notes—with their layers of interaction—are the key to my success in applying what I have learned to a new situation. The process of note-taking has increased my long-term understanding, and I can apply my learning in whatever ways I am asked.