

3 STEPS FOR NOTE TAKING WHILE READING

@leveragingcoach

tial@leveragedforsuccess.com

IDENTIFY



HIGHLIGHT OR UNDERLINE
KEY WORDS THAT OFFER
MEANING TO THE
PARAGRAPH OR SENTENCE

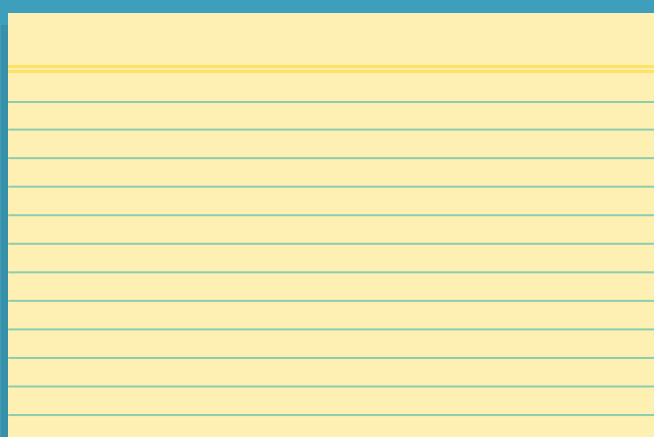
1. PARAPHRASE THE
MAIN IDEA OF THE
PARAGRAPH... IN THE
MARGINS

2. USE 1 - 5 OF YOUR OWN
WORDS



ANNOTATE

SUMMARIZE



FOR EACH VITAL PARAGRAPH
WRITE EITHER :

- A GIST STATEMENT,
- THEME
- OR TOPIC STATEMENT

ADD:

- SUPPORTING DETAILS
- FACTS