

Effective Listening and Note Taking Tips

Before the meeting –get prepared

Gather your tools of the trade; notebook, pens and copies of last months minutes.

During the meeting – Listening tips

- Listen for the structure and information in the discussion.
- Resist distractions, emotional reactions or boredom.
- Pay attention to the speaker for verbal, postural, and visual clues to what's important.
- Label important points and organizational clues: main points, examples.
- When possible, translate the conversation into your own words, but if you can't, don't let it worry you into inattention!
- Be consistent in your use of form & abbreviation
- If you feel you don't take enough notes, divide your page into 5 sections and try to fill each part every 10 minutes (or work out your own formula).
- Ask questions if you don't understand.

After the meeting- Review, edit and distribute

Go over notes as soon as possible after meeting, within 24 hours at most.

- Clarify
- Delete/Add
- Fix words that are illegible
- Write out abbreviated words that might be unclear later
- Type out notes and print for easy reading
- Clear up any questions raised by the speaker
- Distribute minutes via email to board members for review

Meeting note-taking tips

Use common abbreviations, but be consistent. For example:

w/ with

w/o without

+ and

± more or less

= equals

< less than

> greater than

\ therefore

e.g. or ex example

vs. versus, against

number, pounds

@ approximately

avg. average

Create a graphic interface with stars, arrows, brackets, underlines