How Can You Write Faster When Taking Notes?

1. Use the following standard abbreviations in place of complete words:

- **w/** with
- **w/o** without
- **→** means; resulting in
- **←** as a result of
- **↑** increasing
- **↓** decreasing
- **::** therefore
- **∵** because
- **⇌** as a result of
- **≡** approximately
- **%** percent
- **+ or &** and
- **−** minus; negative
- **No. or #** number
- **i.e.** that is,
- **etc.** and so forth
- **ng** no good

2. Shorten words by removing vowels from the middle of words:

- **prps** = purpose
- **Crvtte** = Corvette (as on a vanity license plate for a car)

3. Substitute word beginnings for entire words:

- **assoc** = associate; association
- **info** = information

4. Form plurals by adding “s”:

- **prblms** = problems
- **prntrs** = printers

5. Make up your own symbols and use them consistently:

- **b/4** = before
- **2thake** = toothache

6. Use key phrases instead of complete sentences (“German-nouns capitalized” instead of “In the German language, all nouns are capitalized.”)