How do you best deal with following a lecture? How do you ensure that you do not lose concentration and that you can follow the fast pace? Following a lecture, and certainly following a lecture recording, can quickly become boring and monotonous. We give you a number of tips to make the most of the lectures.

**BEFORE CLASS**

- **Check** your **timetable** and **Canvas** to see additional instructions.
- **Live stream lecture?** Make sure you have a stable internet connection and log in on time.
- **Provide the necessary** **material**: paper, pen, slides.
- **Orientate**: view the table of contents and available course material.
- **Think about** **strategies** you can apply when your **concentration drops**: stop listening? View later? Take active notes?

**DURING CLASS**

- **Think actively**: write down your questions so you can ask for additional explanation later. *It's not a podcast, keep your focus on it (don't listen while cooking, walking, ...)*
- **Maintain overview**: write down the topic, the date and the page number.
- **Leave space** between notes so you can add extra information later.
- **Distinguish main concepts from details**, it is impossible to write down every word.
- **Risk of recordings**: you can easily **pause** and **rewind**. Monitor and limit this so you don’t lose too much time with this.
- **Write briefly**: use symbols, refer to pages in the course, write on the Slides.

**AFTER CLASS**

- **Re-read** your **notes**: is everything clear, is there any information missing?
- **Add additional information** from your syllabus/handbook. Write down thoughts and questions.
- **Structure** your **notes**: indicate key words and visualize connections.
- **Discuss** the lesson with **fellow students**. Ask each other critical questions and work through ambiguities. Still have questions afterwards? **Contact the assistant or supervisor**.
- **Never re-watch an entire lesson**; in an emergency, you can fast-forward to a specific segment.