

**Listening Notes: A Brief Guide**  
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<b>Activity</b>	<b>Purposes</b>	<b>Methodological Notes</b>
Listen to the recording	Reconnect with the data when it is still attached to the voice of the interview participant	I do this not long after the interview (ideally the same or next day)
<i>While listening</i>		
Record the participants' main ideas, verbatim quotes, your thinking	Engage in preliminary analysis	I do this in a word doc. I stop the recording only occasionally when I need to get down a particularly salient quote or to catch up with my thinking.
<i>After listening</i>		
Organize notes into coherent themes	Begin to identify the main themes expressed by an individual participant	I review all of my notes and begin to move them around to group all points about a particular theme.
Write analytic notes/co-thinker analytic notes	Engage in explicit analysis of the emerging themes and connect to previous interviews or literature	This is a summary of main analytic points that are elaborated in the thematic section. When doing collaborative work, this can be a space to engage in dialogue across researchers.
Write methodological notes	To reflect on the methods of the research to date and raise issues for thought and decision-making that may inform the next interviews	I often add methodological notes throughout the thematic section so I can connect the substance to the method. I note them with [MN: ...] so that I can search for them later.
Write self-notes	Continuous engage in reflexivity	I often add self notes throughout the thematic section so I can connect the substance to the method. I note them with [SN: ...] so that I can search for them later.
Rewrite handwritten fieldnotes in more detail	Capture of descriptive details about the setting that may inform analysis	Listening to the recording puts me back in the "space"