CHARTING NOTE TAKING SPREADSHEET



Guidelines: Fill in the subject or main topic in the upper line of the empty chart below. Then insert the headings into the second line, and fill the boxes with your ideas, details, facts, etc.

Charting Method Notes						
Create columns.	Name each column.	Fill in the data.	Advantages	Disadvantages		
Estimate how	Each column should	During class or as you	A well-structured	It may not work for		
many columns	have its own name	read, fill in the	chart gathers all the	some classes.		
you need.	(heading).	relevant columns.	needed information			
			in one place.			
Divide your	Examples:	You may write words,	It requires less time	You need to know		
notebook page	Dates/ Events/	concepts, phrases,	and effort to make	what material will		
into columns.	Significance/People/	main ideas, or any	notes than many	be covered in the		
	Places/etc. or	other important details	other methods.	lecture to prepare		
	Equation/Purpose/	here.		the columns		
	Example/etc.			beforehand.		
You may also	Focus on events and	If your professor	It's a convenient	It may require too		
prepare a table in	relationships.	speaks too quickly or	way to remember	many columns to		
a Word/Excel doc		jumps from one topic	facts and to study	write down all		
and print it out.		to another, you can	comparisons and	necessary		
		make quick notes and	relationships.	information.		
		put them in the chart				
		after your lesson.				

A table to print out & use