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

A table to print out & use