UNIVERSITY OF CALGARY
Student Success Centre

Organizing Notes in a Table Tip Sheet

Overview

Organizing your notes in a table can be used to show links between related concepts, theories or themes and can be useful when organizing materials for complex papers, assignments, and courses that require critical thinking.

The table below provides examples of key concepts organized in the left column, with reflections and insights on those concepts in the right column.

Table with examples

Notes	Comments
Add key concepts, theories, authors, examples, models, frameworks, concepts.	Reflections, questions, critiques, connections.
Example of notes organized by theory Theory name Author, date Key points Arguments Details Examples	**Examples of comments** Strengths of this theory Gaps or limitations Connections between theories, concepts and themes
Example of notes organized by theme Theme Contributing authors and dates Details Examples	**Examples of comments** Reflections on other texts that relate to this theme Notes on how this theme interacts with different theories, concepts, or examples