

# Planning Tools

## 1. Pre-Outline Note Organization Sheet (Fillable)

**Book Title:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Date of Reading / Notes Taken:** \_\_\_\_\_

### A. Plot Events

- Beginning: \_\_\_\_\_
- Middle: \_\_\_\_\_
- End: \_\_\_\_\_

### B. Characters

- Main Character(s): \_\_\_\_\_
- Supporting Character(s): \_\_\_\_\_

### C. Themes / Motifs Noticed

- Theme 1: \_\_\_\_\_
- Theme 2: \_\_\_\_\_
- Theme 3: \_\_\_\_\_

### D. Questions / Observations / Confusions

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### E. Important Quotes / Passages

1. \_\_\_\_\_ (Page \_\_\_\_)
2. \_\_\_\_\_ (Page \_\_\_\_)
3. \_\_\_\_\_ (Page \_\_\_\_)

## 2. Theme Identification Worksheet (Fillable)

**Book Title:** \_\_\_\_\_

**Author:** \_\_\_\_\_

### Step 1: Identify Main Themes

- Theme 1: \_\_\_\_\_
- Theme 2: \_\_\_\_\_
- Theme 3 (optional): \_\_\_\_\_

### Step 2: Evidence from Text

- Theme 1: \_\_\_\_\_ (Plot Event / Character / Quote / Symbol)
- Theme 2: \_\_\_\_\_ (Plot Event / Character / Quote / Symbol)
- Theme 3: \_\_\_\_\_ (Plot Event / Character / Quote / Symbol)

### Step 3: Theme Development Notes

- How Theme 1 develops: \_\_\_\_\_
- How Theme 2 develops: \_\_\_\_\_
- How Theme 3 develops: \_\_\_\_\_

### Step 4: Significance / Insight

- Theme 1 Insight: \_\_\_\_\_
- Theme 2 Insight: \_\_\_\_\_
- Theme 3 Insight: \_\_\_\_\_

## 3. Character Analysis Planning Grid (Fillable)

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Character	Role (Protagonist/Antagonist/Supporting)	Personality Traits	Goals / Motivations	Character Arc / Development	Thematic Significance	Key Quotes / Evidence
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## 4. Evidence Collection Template (Fillable)

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Evidence Type (Quote, Event, Symbol, Dialogue)	Page / Chapter	Related Theme / Character	Notes / Interpretation
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## 5. Quote Log with Page Numbers (Fillable)

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Quote / Passage	Page Number	Character / Theme Associated	Notes / Why Important	Intended Use in Report
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