Reverse Outlining Chart – developed by Lois Peterson www.loispeterson.blog.com. Use, adapt, or distribute at will.

This chart can be created using Word or Excel, with additional columns for added elements as required. Before I review the draft, I print enough sheets to ensure I have enough rows for each chapter/ scene of the work.

I repeat the process after each significant draft with a fresh chart, or adding to the first one in a different color pen so I can determine which notes came during which draft.

Work title: **Draft # / Date:** **p. of**

While your first run headings could include: Action / Background / Character / Detail and motifs / Ending / Notes , on subsequent rounds of revisions you can add/change elements to address additional issues, eg. dialogue

Chapter / Scene	Action	Background/backstory	Character	Details, motifs, themes	Ending	Etc.