

Four-Box Note Taking

SPACE TO BREATHE THERAPY

A flexible page for sorting ideas, questions and next steps

Choose a purpose for each box. The headings below are one option - change them to fit your task.

● 01 KEY IDEAS

Capture the main point, topic or question in a few words.
Use your own phrasing where you can.

Short phrases are enough.

● 02 DETAILS AND EXAMPLES

Add supporting facts, examples, steps or evidence that help explain the main idea.

Add only useful detail.

● 03 QUESTIONS AND CONNECTIONS

Note what you want to check, unfamiliar terms, or links to something you already know.

Leave a question mark if unsure.

● 04 SUMMARY AND NEXT STEP

At the end, write a short summary and one thing to review, ask or do next.

A few clear lines are plenty.

A SIMPLE WAY TO USE THE PAGE

● BEFORE

Write the topic and choose what each box will hold.

● DURING

Jot keywords, examples, questions or quick sketches. You do not need to write every word.

● AFTER

Scan the boxes, mark the key point, and note one question or next step.

MAKE IT YOURS

Meeting: updates | decisions | questions | actions.

Reading: main point | details | new words | summary.

Planning: goal | resources | barriers | first action.

Use short words, sketches or arrows. Leave boxes uneven if one idea needs more room.

Name, date, topic and subject fields are optional - keep only what helps you.

One possible structure, not a rule. Change the headings whenever another set of prompts works better.