Scene chart - A Princess for Christmas

Chap	Pages	Scen	POV	Day, date	Plot
		е			
1	1-20	1	L	1 (Thurs) (Dec	Driving with Gabby
				13)	,
		2	М	1	End of speech, hailing cab
		3	L	1	Gabby has her period; picking up Marie
2	21-31	1	М	1	Negotiating the ride
		2	L	1	Dropping Marie off
AND SO					
ON					

Chap

A chronological listing of chapters.

Pages

Page ranges for each chapter. Handy if you are aiming for a certain chapter length to begin with. Also useful in revisions so you can keep track of whether your changes have made your chapters too long or too short. You could also do this for each scene if that was important to you.

Scene

A chronological listing of the scenes in each chapter. Handy for letting you think about where optimal chapter breaks are, either as you write or as you revise. Can you arrange things to keep the reader moving onto the next chapter? Is there a weird scene at the end of one chapter that might be better at the start of the next?

POV

For those who write dual (or more) points of view that switches by scene, an indication of which POV a given scene is in. I tend to favour one point of view in a book so I use this as I write to make sure I'm giving everyone roughly equal time, and that I'm not doing a run of scenes in the same point of view. I also use it to make sure my sex scenes are not all in the same point of view.

Day, date

A chronological listing of what day it is in the universe of the book (so 1 = the first day of the action of the book). Depending on the book you might also want to stick in dummy dates to keep you organized. I tend to do that when the book has an event that is tied to a specific date or dates or day of the week (a holiday, for example, or a vacation that is only supposed to last a certain number of days). This helps with timeline integrity (is your school week actually nine days long?) but is also useful in revisions to remind you what time of year it is (are your characters wearing the right clothes for the time of year?).

Plot

A very basic reminder of what happens in the scene. This is just a note to self and not the way I would ever describe the book to anyone I wanted to impress. Just enough to remember when I come back to this document after having put the book aside for a while of what is happening.