Draft Paper With Rough-Work Ruling and a Wide Annotation Margin

Original worked example / unchanged complete key

Prompt: Design a draft sheet for a 20-minute planning task with about six working steps and several revision notes.

Answer: Use a single working area with light ruling, a left margin wide enough for step numbers and short flags, and a header with date, subject, and purpose. Number steps 1 to 6 in the margin as you work. Mark superseded lines rather than erasing them, and note the reason briefly in the margin. If revision notes exceed a few words, move them to a separate notes page and reference it in the margin. Test the layout on one real task before making a batch.

Check: After the task, read the sheet cold: can you follow the step order, identify superseded lines, and find the header context without extra explanation? If not, adjust margin width or ruling weight and test again on one task.

date:

subject:

page purpose:

rough:

final:

date:

subject:

page purpose:

page number:

date:

subject:

page purpose: