

Chronic Disease Self-Management Program Leader Refresher Workshop

Tips for Creating Charts

“Chart Summary”:

- Review page 1, Appendix I in the *CDSMP Leader’s Manual* from Stanford University © 2006

General Tips for Creating Charts – Workshop Preparation:

- Create your charts well ahead of your first workshop to ensure you are not rushed.
- Can add tabs or Post-It notes to the side of your chart for “easy flip” to the number of chart you are on.
- Ensure your markers work well before each workshop (for brainstorming sheets).
- Make sure your flip-chart fits into your easel stand (check holes at top), or know how you are going to display charts.

General Tips for Creating Charts – Writing on Charts:

- If you make small errors on your chart, use white-out to help conceal the small error.
- If you make a large error on your chart, cover error with another sheet of similarly colored paper (make sure it is thick enough that you can’t see the error showing through). You can also re-write that specific chart.
- Make letters approximately 2-3 inches tall. Use index finger as a guide - shoot for somewhere between the tip to middle knuckle or tip to base knuckle.
- Can draw lines on chart in pencil to help keep straight writing, but is not necessary so long as the chart is readable. Participants will not be able to see pencil marks, so no need to erase! You can also purchase grid flip charts which help you write text straight.
- Store flip charts in a carrying case, the cardboard box they come in, or clipped together with another flip chart (blank for brainstorming and printed set of charts) with binder clips, cardboard backing out. This will help keep charts in good condition for reuse.
- Avoid using multiple marker colors on the same chart. It can be helpful to use one color for the bulk of text and a second as a “highlight” of important words or phrases.
- Use markers that are specifically designed for flip charts will reduce the possibility of the ink bleeding through the page.