



**TABLES**  
**GUIDE**

**LEARN HOW TO ORGANIZE AND PRESENT DATA  
EFFECTIVELY WITH OUR PRACTICAL TABLES**

**GUIDE**

## ***GUIDE TO TABLES***

***Manual for organization, control, record keeping,  
and evidence in tabular format for the confined people***

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## ***DEDICATION***

To my confined people: because when I turn disorder into a table, the process stops being rumor and becomes record.

To those who receive and evaluate: because a clear table saves time and reduces confusion.

## ***PROLOGUE***

I write this Guide because I learned that the system respects what can be reviewed quickly. And nothing is faster—when done right—than a table. A table is not decoration; it is a control tool. I have seen requests get lost for lack of recordkeeping: no dates, no follow-up entries, no proof of delivery, no way to demonstrate “I did” and “I requested.”

The table fixes that. The table turns a story into data: date, action, responsible party, evidence, result. The table reduces useless arguments because it shows the path. And it also protects the recipient, because it organizes the case and makes evaluation easier.

This Guide teaches me how to build tables with method: purpose, columns, definitions, filling rules, consistency, version control, and how to use tables for letters, reports, announcements, proposals, and plans. Everything ready to copy and use.

## ***HOW TO USE THIS GUIDE (IN 7 RULES)***

1. One table, one purpose.
2. Minimum and necessary columns: I do not invent columns just because.
3. Dates always in a fixed format.
4. One row = one event/action.
5. Evidence is always referenced (attachment, copy, number).
6. Consistency: same words, same codes, same rules.
7. A table without an archive is useless: I keep a copy, version, and date.

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## ***CHAPTER 1 — WHAT A TABLE IS AND WHAT IT IS NOT***

A table is a structure of rows and columns that organizes repeatable information for control and evaluation. A table helps me see patterns, prove follow-up, and support a case without relying on memory.

### **A TABLE IS**

- An organized record
- Evidence of action taken
- Control of dates and results
- A verifiable summary

### **A TABLE IS NOT**

- A story written in columns
- A space for long opinions
- A document with no filling rules
- A record with no date or evidence

## ***CHAPTER 2 — REQUIRED ELEMENTS OF A USEFUL TABLE***

1. Title (what it controls)
2. Purpose (one line)
3. Start date and period (if applicable)
4. Defined columns (what each one means)
5. Filling rules (how it is completed)
6. Codes or statuses (for consistency)
7. Source or evidence (attachment, copy, number)
8. Version control (if it is updated)

### **ONE-LINE PURPOSE EXAMPLE**

“This table records all my requests and follow-ups regarding \_\_\_\_\_ to prove dates, evidence, and results.”

## ***CHAPTER 3 — TYPES OF TABLES AND WHEN I USE EACH ONE***

1. Control table (general record)
2. Follow-up table (pending items and deadlines)
3. Chronological table (timeline)
4. Evidence table (attachments and proof)
5. Communications table (letters, notices, responses)
6. Incident table (event, actions, outcome)
7. Compliance table (steps vs. completed)
8. Risk table (risk, impact, mitigation)
9. Metrics table (indicators and targets)
10. Inventory/resources table (list and status)

## ***CHAPTER 4 — DESIGN: HOW I CREATE A PERFECT TABLE***

I design a table with three questions:

1. What do I want to control?
2. What evidence do I want to prove?
3. What decision do I want to make easier?

### **DESIGN IN 6 STEPS**

STEP 1: Add title and purpose.

STEP 2: Select minimum columns.

STEP 3: Set a fixed date format.

STEP 4: Define statuses (Pending / In Progress / Resolved).

STEP 5: Define an evidence column (Attachment/receipt/copy).

STEP 6: Define how it is updated and who keeps it.

### **GOLDEN DESIGN RULE**

The simpler, the more powerful. A overloaded table becomes useless.

## **CHAPTER 5 — FILLING RULES: CONSISTENCY AND CODES**

### **RULES I ALWAYS USE**

- Dates in format: DD/MM/YYYY (or fixed—whatever I choose—but always the same)
- One action per row
- Clear verb in “Action”: “Delivered,” “Requested,” “Received,” “Follow-up”
- Evidence always: copy, number, attachment
- Controlled status list: PENDING / IN PROGRESS / RESOLVED / DENIED / ARCHIVED
- Short comments: maximum 10 words

### **USEFUL CODES (EXAMPLES)**

Channel: W = written, V = verbal, A = attachment, R = response

Delivery: H = hand, O = office, C = copy, N = number/receipt (if applicable)

## ***CHAPTER 6 — TABLES FOR REQUESTS: APPLICATIONS, LETTERS, AND FOLLOW-UP***

### **OBJECTIVE**

Prove that I requested, when I requested, what I requested, and what response existed.

### **RECOMMENDED COLUMNS**

- Date
- Document/Request
- Subject
- Addressed to
- Channel
- Evidence
- Status
- Next step / Deadline date

## ***CHAPTER 7 — TABLES FOR REPORTS: FACTS, FINDINGS, AND EVIDENCE***

A report needs a table when there are many facts.

### **OBJECTIVE**

Organize facts and tie them to evidence.

### **RECOMMENDED COLUMNS**

- Date/Time
- Fact
- Location/Area
- People/Titles (if applicable)
- Evidence/Attachment
- Result

## ***CHAPTER 8 — TABLES FOR PROPOSALS: PHASES, METRICS, AND RISKS***

A serious proposal is easier to understand with tables.

### **OBJECTIVE**

So the reader can see in seconds: phases, resources, metrics, and risks.

### **KEY TABLES**

- Phase table (activity, responsible party, time, result)
- Metrics table (indicator, frequency, target, responsible party)
- Risk table (risk, probability, impact, mitigation)

## ***CHAPTER 9 — CONTROL, VERSIONS, AND ARCHIVING***

A table without control gets damaged over time.

### **MY VERSIONING SYSTEM**

- Table — v1.0 (start)
- Table — v1.1 (minor update)
- Table — v2.0 (structural change)

### **ARCHIVE**

I keep:

- Current copy
- Prior copy (to compare)
- Attachments cited by the table

### **RULE**

If I change a filling rule, I note it in the header as a “Version change.”

## ***CHAPTER 10 — ERRORS THAT BREAK A TABLE AND HOW I AVOID THEM***

ERROR 1: No purpose stated.

FIX: One-line purpose at the top.

ERROR 2: Changing date formats.

FIX: Fixed format.

ERROR 3: Varying statuses (“pend,” “pending,” “somewhere”).

FIX: Closed status list.

ERROR 4: Long texts inside cells.

FIX: Short text, attachments for details.

ERROR 5: Not referencing evidence.

FIX: Evidence column is mandatory.

ERROR 6: One row with 3 actions.

FIX: One action per row.

ERROR 7: Not updating pending items.

FIX: Weekly review

## ***CHAPTER 11 — 30-DAY PLAN TO MASTER TABLES***

DAYS 1–3: create a requests/actions table, filling rules

DAYS 4–7: create an evidence table, a chronological table

WEEK 2: tables for reports (fact–evidence)

WEEK 3: tables for proposals (phases–metrics–risks)

WEEK 4: version control, archiving, weekly routine

I close this book with a simple idea: the table is visible discipline. When I turn my actions into a table, disorder shuts down and recordkeeping appears. I do not depend on memory, rumors, or “I said.” I depend on dates, evidence, statuses, and follow-up. A well-made table does not shout; it proves.

***APPENDIX A — COPY-READY TEMPLATES***

**A1) UNIVERSAL TABLE FOR ACTIONS / REQUESTS CONTROL**

TITLE: Actions/Requests Control — \_\_\_\_\_

Purpose: Record actions, evidence, and results regarding \_\_\_\_\_

Period: // \_\_\_\_ to // \_\_\_\_

I close this book with a simple but powerful truth: a table is discipline turned into evidence. Where there used to be confusion, the table creates order. Where there used to be “I think,” the table creates “here it is.” And in an environment where memory is debated and rumor multiplies, I learned that real control is achieved when I record: date, action, evidence, status, and result.

This Guide taught me to stop improvising. To stop relying on “they told me” or “I remember.” To build record with consistency filling rules, codes, versions, and archiving. Because a well-made table does not only protect me; it also helps the recipient: it reduces evaluation time, shows patterns, allows a case to be followed without getting lost, and reveals the full path of an action taken.

I end convinced of this: when I turn my processes into a table, I become someone serious not by appearance, but because my order speaks for me. The table forces me to be clear, consistent, and responsible. And that discipline, repeated, produces results: less confusion, fewer clashes, more follow-up, and more respect.

I close by reaffirming my mission: that my confined people learn to record as they should, so their word does not remain in the air. That the system receives organized information easy to review and hard to deny. Because when the record exists, the truth holds.

***“I DON’T WALK ON ASSUMPTIONS: I WALK WITH DATES AND  
EVIDENCE;***

***ONE ROW IS A FIRM STEP, ONE COLUMN IS CONSCIENCE;  
MY TABLE DOESN’T MAKE NOISE... IT MAKES THE RECORD  
PRESENT.”***

**LET'S GO PEOPLE!  
LET IT BE CLEAR,  
THIS IS A CRY FOR PEACE,  
AND NOT FOR WAR,  
THE PHILOSOPHY,  
REMAINS ALIVE,  
LET'S FOLLOW CARLOS'S PHILOSOPHY,  
WE DON'T WANT HUGS WITH LIFE,  
UNTIL OUR PEOPLE ARE FREE,  
LET'S ALL UNITE,  
IN A SINGLE LINE,  
OF THOUGHT,  
AND CONSCIOUSNESS,  
TO COMBAT,  
OUR GREATEST OPPRESSOR,  
THE MONSTER,  
WITH SEVEN HEADS,  
AND IN MEMORY,  
OF OUR SUPREME LEADER,  
CARLOS TORRES MELÉNDEZ,  
AND OTHER FALLEN BROTHERS,  
IN THE STRUGGLE OF PAIN,  
FIGHT,  
SHARE,  
AND LIVE IN HARMONY,  
AS STIPULATED,  
BY OUR PHILOSOPHY OF LIFE,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA.**

