A close-up of a logo

Description automatically generated

**EVENTS TIMELINE**

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| **AN INTRODUCTION** |

**Purpose**  
To capture conversations and events as they occur, to remember what was said and when.   
This can also be used in the future as a reference point.

**How to use**  
Complete the columns as events occur. In the description column only include a summary of the information (the key points) and ensure all logs are accurate, factual and can be supported with evidence. It is recommended you maintain a professional approach in writing these logs so that personal judgement, opinion, or behavior is not questioned as inappropriate or unwanted conduct. They may be used as evidence in a judicial review.

## **Example of an entry log**

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| **Date** | **Description** | **Comments** |
| 21/07/21 | My manager accepted my new hours. These are effective from 26th July and will be reviewed in a months’ time. | **Brilliant! Action on me - book a new review date with my LM (Line Manager).** |
| **14/07/21** | Performance Review meeting with my LM. All ok and content. I raised the matter regarding my hours and purposed new hours on a temporary basis. Outcome: My LM advised they would look into this and come back to me in a week. | **It was a good idea to explain/raise my concern to my LM and purpose a solution. She was not aware of my worry or concerns. Note to self be more transparent!** |

# MY TIMELINE

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| **Date** | **Description** | **Comments** |
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