



PRACTICAL ADVOCACY WORKSHEET

Chronology & Decision Log

Turn months of emails, meetings and decisions into a sequence another person can understand.

CHILD / YOUNG PERSON INITIALS OR REFERENCE

CASE / TOPIC

CHRONOLOGY START DATE

LAST UPDATED

Chronology is not argument. Record what happened, when, who did it and where the evidence is. Use neutral wording for disputed events.

Do

- Use exact dates where known.
- Identify the organisation or person responsible.
- Reference the record supporting each entry.
- Record decisions and deadlines separately.
- Use neutral wording where accounts differ.

Avoid

- Turning each row into a paragraph of argument.
- Saying "ignored" when the record only shows no reply by a date.
- Bundling several months into one entry.
- Removing events that do not support your preferred outcome.

Current issue in one sentence



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Main chronology - one event per row.

Main chronology

Date	Event / communication	Organisation / person	Evidence ref	Decision / action	Why it matters



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Keep decisions and their consequences separate from the wider event log.

Decision & deadline log

Decision	Date received	Decision-maker	Reason given	Deadline / next step	Status



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Record conflicts transparently, then finish with the current position and next decision required.

Where records conflict

Point	Source A says	Source B says	Can it be resolved?	How will I describe it?

Three turning points

Current position today

What is agreed?

What remains disputed or unanswered?