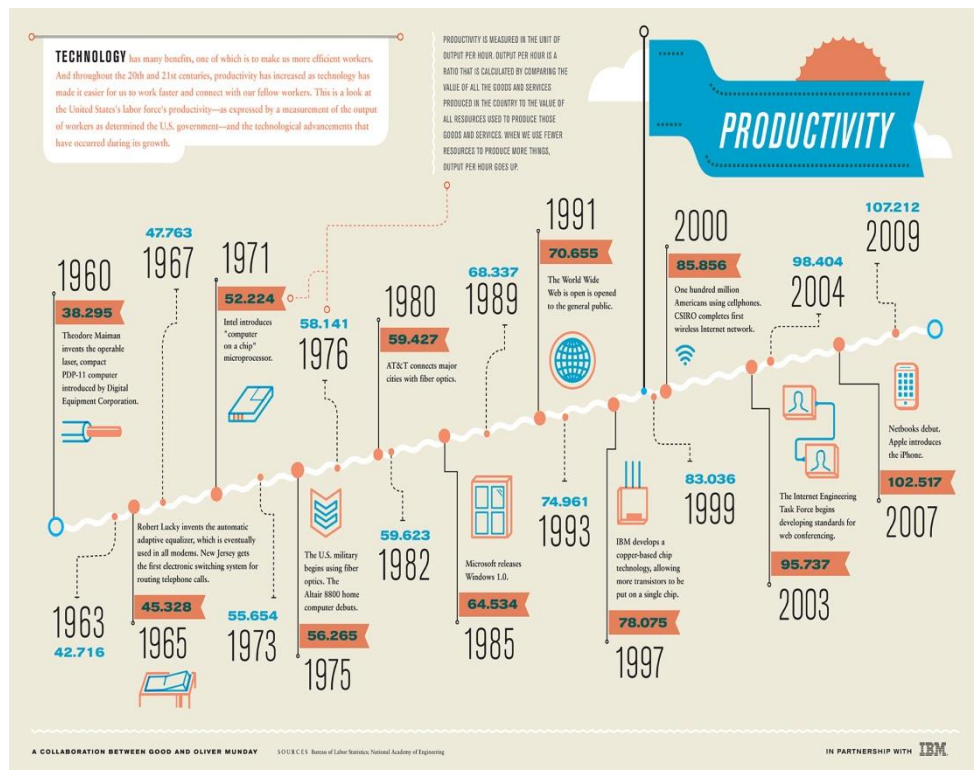


Timeline	
What should I expect the outcomes to be of using the tool?	Timelines are a useful tool for visualising the sequence of significant events over time, telling a story, explaining a process or identifying personal change over time. They can show progression, history or evolution of processes, ideas and events. These can be relating to an individual, team or organization.
Tool/ method	<p>How much detail and how graphically represented the timeline is will depend on the individual developing the timeline and the purpose it will be used for. However the timeline should as a minimum include:</p> <ul style="list-style-type: none"> • significant dates • identify the events being illustrated • if impact of the event is needed a scale to indicate size of impact is also needed <p>Once this is decided the person plotting the timeline completes for all significant events and dates the time they occurred.</p>
Why we may choose to use this tool/ method?	<ul style="list-style-type: none"> • Timelines can help to unblock issues that can be hidden until visually displayed. • They can help to focus attention on timescales and what can be achieved realistically over time.
How you might use this tool/ method?	<ul style="list-style-type: none"> • Timeline is used for visualizing the story and the impact events have had. • Once identified these can help understanding on such things as how we manage change, have certain events had larger impact on our future state than others and does the impact need to be addressed? • Timelines can be used simply to tell the story in a pictorial fashion.
What next?	Timelines can be actually walked through. This is done with the individual standing in the here and now, walking into where they “see” the past events or where they imagine future events to be. Experiencing the physical proximity of events through this process helps to bring clarity of view and expectation.

Examples/ case studies/ links to best practice/ evidence



Taken from eLearning coach – The art of timeline learning



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