

Fact log

One line per fact. Four rules make the difference between a useful record and a book of grievances.

Dated

'A date, the time if it matters, a place. "Often" and "a few weeks ago" prove nothing; "12 March at 6 p.m., outside the school" does.'

Factual

Describe what happened, not what you make of it. Labels are the judge's business, and an indictment works against whoever writes it.

Tied to a document

Text message, email, certificate, witness statement: note the reference next to the fact. The log organises and dates; it is the documents that carry conviction.

Honest

Separate what you experienced, what a third party observed, and what you assume. A single exaggeration spotted weakens everything else.

Subject: _____

Sheet no.: _____

DATE AND TIME	PLACE	WHAT HAPPENED	WITNESSES, PEOPLE PRESENT	DOCUMENT (NUMBER AND TYPE)

