

- Decide the time period you want to include, beginning and ending point.
- Figure out how many years between the main points on your timeline. You need to have the same amount of space between each division of time. One year apart, 5 years apart, 10 years apart, 25, 50 or 100 years apart or even 1,000 years apart. Each division on your timelines needs to be the same amount of space apart.
 - O What is your beginning date and what is ending date?
 - o How many segments will you include?
- Decide what your timeline will show and make a list of the things that will go on your timeline.
 - Events
 - People and things they did
 - Eras
- Using your list of things that go on your timeline, add the correct date to each and any other information you want on the timeline
- Using PENCIL draw your line and divide it into the number of segments you will need.
- Label the dates for each line. Earliest goes on the left to the latest on the right.
- Add the events on the correct dates.
- Illustrate some of the most important events.

You can use something like this if you want, or just a plain line.

