



Head, heart, bag, bin

This is a quick, easy and informal evaluation tool that provides feedback about an event, activity or project. It can be a useful tool for capturing people's reactions where other more formal forms of evaluation are less appropriate. An outline of a body is either drawn on a large sheet of paper on the floor, or given to people on an A4 sheet of paper. The head and heart areas of the body are marked out clearly, along with a bag and bin. Participants are then asked to use four sticky notes to write down something to represent the head, heart, bag and bin.

- **Head:** something I have learnt from being part of this event, activity, project.
- **Heart:** something important I have felt or experienced from being part of this event, activity, project.
- **Bag:** something useful I will take away with me from this event, activity, project.
- **Bin:** anything that I thought wasn't so good and would want to forget having been part of this event, activity, project.

Resources and requirements

Skills

- Very few skills needed.

Equipment

- Sheet of paper with outlines.
- Sticky notes.
- Pens.

Time

- Very little preparation time is required, and time needed to complete (although dependent on number of people involved) is also short.

Costs

- Staff time.

Useful sources of information

Web

- The Evaluation Trust: www.evaluationtrust.org/tools/story
www.evaluationsupportscotland.org.uk

Level of engagement

INFORMING:

CONSULTING: ★★

INVOLVING: ★★

PARTNERSHIP: ★

Strengths

- It is quick and easy to do.
- It helps people think creatively.
- This is a very visual method showing results to everyone.

Weaknesses

- Some people may find this method too frivolous.
- It may be challenging for those with low literacy levels.



This toolbox is designed to assist Forestry Commission staff when they are considering which tools they could use to involve the public in the forest and woodland planning process. For more information please visit the website at: www.forestry.gov.uk/toolbox