PLAN IT ON ONE HAND

Our look-back



WHEN DO WE LOOK BACK? _____

Picture it

What did we set out to do, and what happened?

WHAT DID WE SET OUT TO DO?

WHAT HAPPENED?

Map it

What will we change, and who owns each change?

JOB OR CHANGE	ONE NAME	BY WHEN	SAID
Invite everyone who helped		*7 days before*	☐
Ask each person for one thing that worked and one that didn't		*3 days before*	☐
Gather the dates, numbers and photos		*2 days before*	☐
Plan the celebration		*2 days before*	☐
			☐
			☐
			☐
			☐

Try it

What's the smallest test of that change next time?

THE SMALLEST TEST

Launch it

Who's doing what, by when? Say it back.

WHERE THE PLAN LIVES

WATCH IT: CHECK-INS

☐ Has everyone sent their notes? *the day before*

Close it

Keep, drop, try. Then high five everyone and celebrate.

KEEP

DROP

TRY

HIGH FIVE: THANK EVERYONE WHO HELPED

HOW WE'LL CELEBRATE