

Post Mortem

Occasionally, plans fail. When this happens, it is an opportunity to learn and to move forward in a better way. Tweak your plan as needed, based on what you learn. (Extra paper for post-mortems are in the back.)

Step 1: State what happened. Write down the bare facts and resist the urge to make judgments.

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Step 2: Write down the thoughts that were going through your mind while the situation was happening, and why these things happened.

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Step 3: Ask yourself if you need to make a tweak to your plan, or if you can keep your plan the same. Write what steps you will take going forward.

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