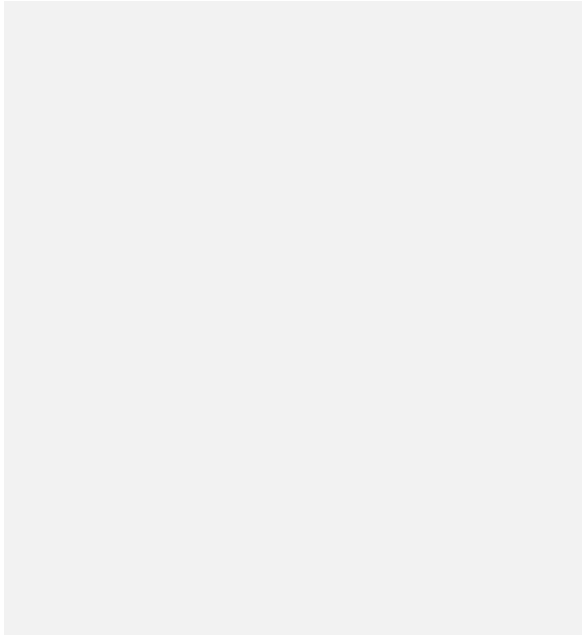


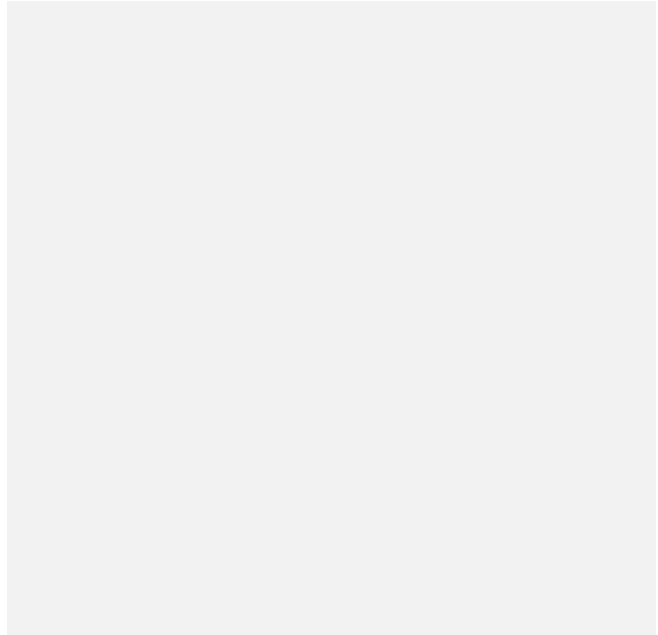
WHAT GOT DONE AND DIDN'T GET DONE

Take an inventory of what did get done and what did not get done. Include what you said you would do, what you intended to do, and what others expected of you (whether you said you would do it or not). Be honest and fact-based with your inventory, setting aside no story or interpretation. Make note of the stories or interpretations, if any, that arise up as you think about each item.

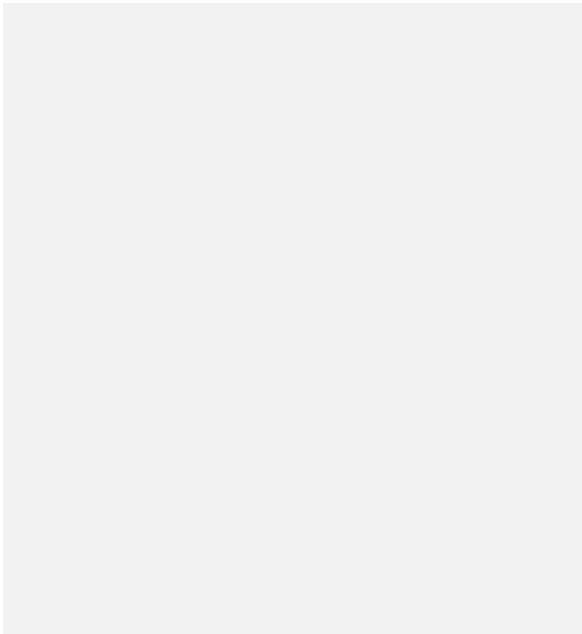
What got done:



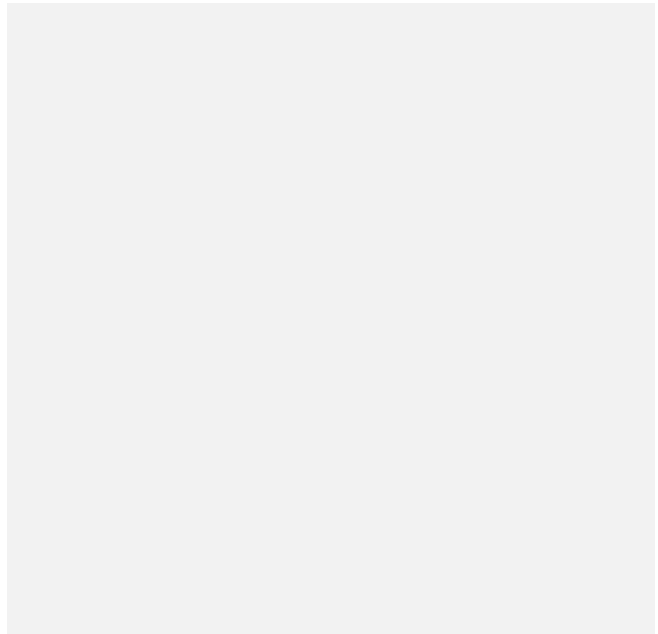
Stories or interpretations:



What didn't get done:



Stories or interpretations:

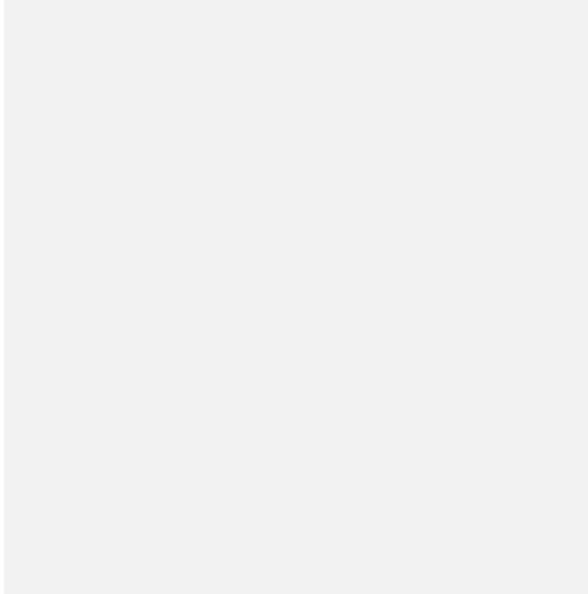


BRINGING CLOSURE: WHO NEEDS TO KNOW?

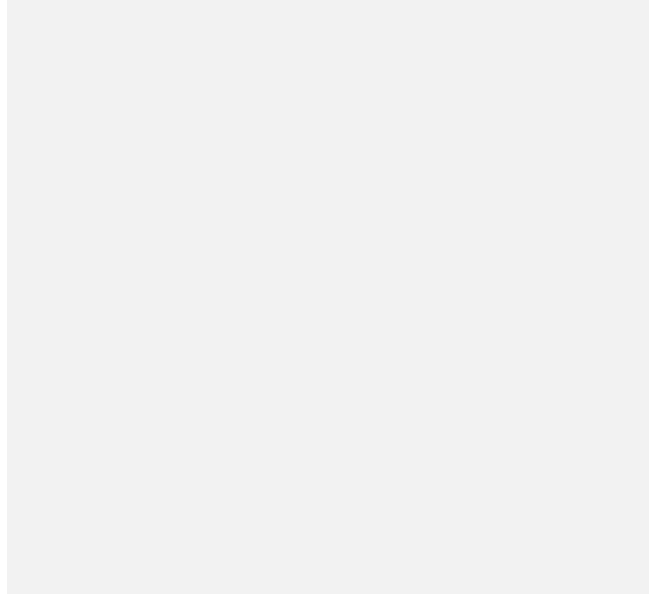
Review your list of “facts” regarding each item that didn’t get done. Notice if you are left with any story about any of the items. For each item where there is little to no story or interpretation (or ones for which you can easily see the story and let it go), with whom do you need to acknowledge that item didn’t get done? For any item with which you’re stuck in the story, dig a little deeper until you can separate facts from interpretations, then look to see with whom you need to acknowledge that item didn’t get done.

Item that didn’t get done

(where I’m not stuck with a story):

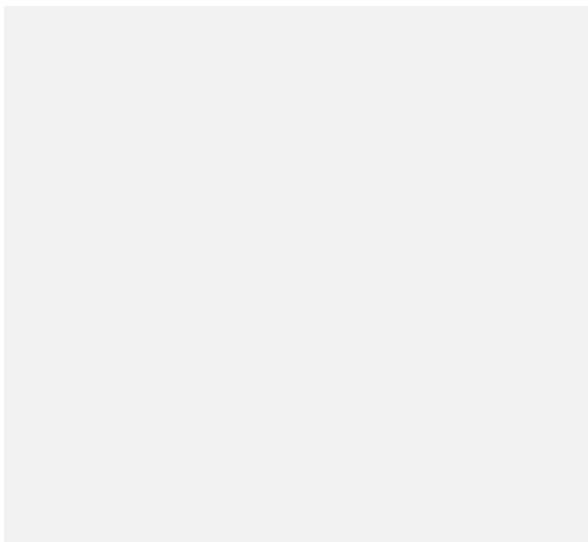


People to whom I need to acknowledge this:

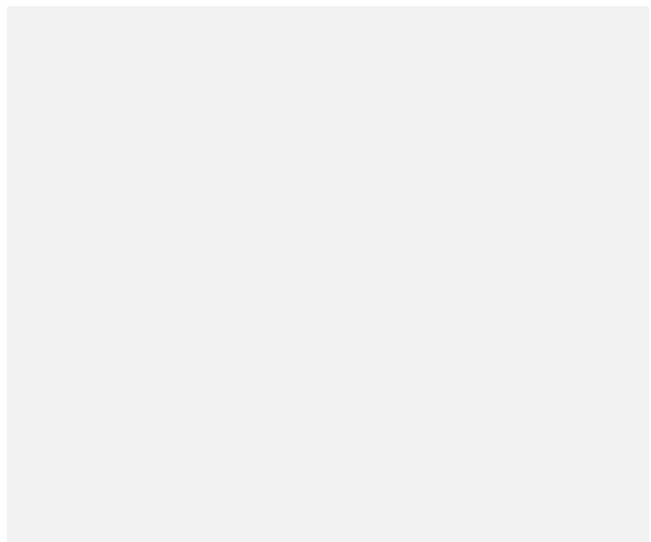


Facts about items that didn’t get done

(where I am stuck with a story):



People to whom I need to acknowledge this:



BRINGING CLOSURE TO WHAT DID GET DONE:

Review your inventory of what did get done (it's likely focused on results). Add to the inventory any progress that was made, what was learned by you and others, how you, others, the team, has grown and developed, etc. Once you have completed this list, consider who you can acknowledge for their contributions (including yourself!).

Results that got produced:

Who I can acknowledge (and for what):

Progress that was made:

Who I can acknowledge (and for what):

What I/we learned along the way:

Who I can acknowledge (and for what):

How I/we grew and developed:

Who I can acknowledge (and for what):

