

The Daily **Debrief**

Leave it all here

The *Daily Debrief* is a tool for organizing your thoughts and feelings on a daily basis, as we all traverse this very strange thing called 2020.

For many of us, our personal and professional days feel like a quart of milk spilled on the kitchen floor. We know what it is, but it's running in every direction and we don't feel like we're at all in control of it.

Think of the *Daily Debrief* like a cereal bowl you coax the milk into. Sure, it's still unstable and tricky to handle, but now at least it has some edges you can hold onto.

You pick what time of day to fill it out, but if you do it every day you'll feel a whole lot better about things, and you'll have a log to refer back to... next week, next month, and when this whole thing is nothing but a distant memory.

Print the next page and cut or tear in half. Fill out daily and save them in a safe place.



Name: _____

Su M T W Th F Sa ___/___/___

- 1-What new difficulty did you encounter?

- 2-Something you discovered you otherwise would not have.

- 3-Name a clever solution you came up with.

- 4-What is currently concerning you the most?

- 5-What new opportunity did you find or think of?

- 6-What will you do differently tomorrow?

- 8-What was the most surprising thing you saw/did/heard?

- 9-What is giving you hope today?

- 10-Anything else?



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