**WHAT** *describe/title endeavor/project***:**

**Cost:** *all items:* **total:**

**Time:** *prep and execution:* **total:**

**Goals:**

* *As measurable and explicit as possible*

**Results:**

* *These may evolve as results unfold weeks afterward*
* *Use grades or to quantify each goal and how well it was achieved*

**What went well:**

* *Be honest and forthcoming, credit yourself for great choices/planning/adjustments mid process*
* *Include unexpected positive outcomes*

**For next time, what to do differently:**

* *Be explicit while your recollection is fresh, jot both possibilities and concrete needs*

**TO DO:**

* *Indicate what kind of follow ups is required*
* *Indicate when it is complete*

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