"Those who cannot remember the past are condemned to repeat it"

—George Santayana

It's December and the days are shorter, nights are colder, and there are always fewer days left in the year than we think. Many of you may have actually put 2023 in the bag and your thoughts dwell on the year to come. While planning for the future is a vital and useful tool, it's also important to make sure we gather and utilize our experiences from the past.

This exercise is designed to help you economically glean a few lessons from your past year, and turn those lessons into action items. This probably should NOT take you more than an hour, but you can easily make a weekend of it if you wanted.

Begin by looking at your calendar in week view. Scan over all your events and try to remember what was happening in both your personal and professional life. If anything jumps out an you, write it on the next page.

Keep

Things that are worth keeping are usually easy to identify. They're things that went really well or were successful. It could be anything: an event attended, a task you completed, a book read, a breakthrough you had, etc.

Kill

Is there anything on your calendar that you want to make sure you don't do again? Obvious mistakes and time-wasters are a great start. Pay special attention to anything that you thought was valuable at the time, but hindsight reveals to be unhelpful.

Change

This is where the real magic is. Try to find stuff that sits in-between success and failure. Things that, with a small change are worth trying again to see if you can get a better result. Small changes can yield big results over time.

Once you've gathered your observations about the past year. Look over your 2024 calendar and make your changes accordingly. Ensure all your *Keeps* are kept. Remove all your *Kills*. Then, embrace your inner scientist and commit to running a couple *Change* experiments.

Week	Action	Description	Week	Action	Description
1			27		
2			28		
3			29		
4			30		
5			31		
6			32		
7			33		
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25			51		
26			52		