

Lessons Learned Sheet

Capture what to do differently while it is still fresh and specific enough to act on, instead of a vague note that helps nobody.

What to do differently next time, written while it is still fresh and specific enough to act on.

SPECIFIC, OR IT IS NOT A LESSON

A lesson written as 'communication could have been better' helps nobody. Each row here asks what happened, what it cost, and the one thing you would change — which is what makes it usable next time.

Project, event or job			Reviewed on	Present	
No.	What happened	Why	What it cost — time, money, goodwill	Do differently next time	Owner