KEEP, TRASH, RECYCLE PROTOCOL

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1 **Brainstorm**

What went well this year/cycle? What was a challenge?

2 **Keep**

What should we continue doing? Did it impact our goals?

3 **Recycle**

What needs revision?

4 **Trash**

What wasn't helpful or effective? What should be let go?

5 **Reflect**

What are some roadblocks for our next year/cycle?

Keep, Trash, Recycle Protocol
Explained

<u>Summary:</u> This protocol can be used when it is time to reflect at the end of the year (or anytime when reflecting at the end of a cycle). It helps the team consider what went well and might not have gone well. Then the team organizes those ideas into categories that guide where the work can continue, continue with revisions, or be let go moving forward.

<u>Materials:</u> chart paper, sticky notes, markers and/or pens

On chart paper:
- Plus/Delta chart
- Label three charts with "Keep", "Recycle" and "Trash"

1. Brainstorm - On sticky notes, each team member writes down what went well (one per sticky note) this year/cycle. Place sticky notes on the plus chart. On sticky notes, each team member writes down what was a challenge this year/cycle. The facilitator can probe the team to add ideas to both charts as needed and will want to ensure the team has some processes or systems on sticky notes.

Questions the facilitator might ask: What brought that about? What was working that made that happen? What roadblock kept you from getting there? Why was that a challenge?

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2. Keep - The KEEP chart holds the space for those things that went well and should continue as-is. Looking at your sticky notes, identify those that can be moved to the keep chart - most likely they will be located on the plus chart.

Questions the facilitator might ask: What are some things on that chart that you want to keep continue doing as is because it went really well in the way it was designed? Is there anything we need to change about that for next year (if yes it would move to recycle). Did _____ have an impact on our goals?

3. Recycle - The RECYCLE chart holds the space for those things that need to happen next year/cycle but with adjustments. Looking at your sticky notes identify those that can be moved to the recycle chart. These might be located on the plus or delta charts.

Questions the facilitator might ask: What are some items that you can move to the recycle chart need they went well but could use some revision? What are some items that presented a challenge but could go better with adjustments?

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4. Trash - The TRASH chart holds the space for those things that need to stop next year/cycle. Looking at your sticky notes identify those that can be moved to the trash chart - most likely these will be located on the delta chart. This could also be a lean pile, which is normal!

Questions the facilitator might ask: Is there anything that you need to trash or not do again or make sure that you keep from happening because of the way it derailed your plans this year? What are some things that you need to let go of that will allow the work to move forward? What wasn't helpful or turned out not to be effective?

5. Reflect - Discuss your charts - did you miss anything? There might be some sticky notes left over that don't get organized; where do they belong? Is there anything else that you didn't capture that needs to be added to the Keep or Recycle charts? Talk with your team about potential roadblocks that might keep you from doing some of these things well next year. Discuss what caused items to be in your delta chart that you want to avoid in the next year/cycle's work.

Lastly, the team will want to synthesize this information in a new framework or process for the next year/cycle.