

**describe your idea,**

your ‘lightbulb moment’...

describe the

**results** of your changes...

the benefits to the patient, the service/team

Is there anything else to improve or something you couldn’t get done this time? *(your next lightbulb moment)*

Next time...what would you do **differently** or what **advice** would you give to others?

**Start date Finish date**

describe what you **enjoyed** and

what **surprised** you...

*Plan SMART: Specific, Measurable, Achievable Realistic, Timescale*

**Who** was on your dream team and which department/ ward/area are you from?

In responding to COVID-19 what did you need to change and why?

Who did you need **help** from? (managers/ other depts)

**How** long did it take? (it might be hours/ days/ months)

*The five W’s, who, what, when, where, why*

***Extra details on this side if you need more space...***

***What next?***

**Keep** a copy for your personal annual appraisal

**Give** a copy to your manager for your department’s collection of lightbulb moments

**Send** a copy to the PMO (Project Management Office)