

Effective Error Management

Debriefing form

Every error you make has a gift for you. Find the type of error, describe the error, describe the cause of the error, describe your emotions before/during/after, what is your experience, what did you learn, and what do you do now:

1. The **type** of error. What happened? (Type)

I forgot my wallet with my driver's license in it, and got a ticket for driving without it.

2. **Description.** How did it happen?

I was packing a bag, when the phone rang. I walked to my car without sunglasses and wallet.

3. **Reason.** Why did it happen?

I was caught up by the phone call, because it was a job offer that I have been dreaming of. My thoughts were on my new job, colleagues, and interesting tasks.

4. **Before, during, after.** What did I feel?

In the beginning, I was high on the phone call. Then I became angry and irritated, when the officer gave me the ticket. Finally I was annoyed about the wasted money.

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5. **Experience.** What did I learn?

That it is difficult to think about several things at once. If I had gotten my sunglasses, when I squinted in the car, I would have remembered my wallet.

6. **Lesson learned.** How do I avoid doing this again?

By being present and focused. I have to do one thing at a time.

7. **Action.** What do I do now?

I always place my car keys with my wallet. This way I am more likely to remember both wallet and driver's license.

