

# Journal Passing Protocol - The Timeline

## Total target time

**10–14 days**

## Tight deadline

**7 days**

## Emergency scramble

**72 hours**

(not recommended for your sanity, but doable)

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## Order of Passing

01

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### Core Contributors (Days 1–3)

Start with the people who will actually get it done. They set the tone and fill the backbone of the book.

02

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### The Rest of the Squad (Days 4–7)

Shift partners, supervisors, teammates keep it moving like a relay baton.

03

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### Stragglers (Days 8–10)

You know exactly who they are. Text them. Walk it to them. Make eye contact until they comply.

04

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### Family / Honoree Pages (Days 11–14)

Finish with the personal pages, photos, final notes, and last-minute entries.

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## Rules for Keeping It Moving

### Rule 1 — No hoarding.

If it sits on your desk more than 24 hours, you're the reason we can't have nice things.

### Rule 2 — One page, one moment.

Write something real, short, and sign if you want. Skip anything that doesn't apply.

### Rule 3 — Don't overthink it.

This isn't a performance review. It's the stuff we'll remember long after the job fades.

### Rule 4 — If you're done, pass it immediately.

No "I'll give it to them tomorrow." Tomorrow is how journals disappear forever.

# Who Writes What

## Coworkers: Front half

The stories, nicknames, sayings, favorites, memories, letters, and group message.

**If you didn't work with them on shift, you don't belong in the front half.**

## Family & Honoree: Back half

The personal reflections, bio pages, letters from loved ones, and final words.

**If you weren't part of their personal life, you don't belong in the back half.**

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## What to Do If Someone Is Out Sick or On Vacation

**Skip them.** Text them a photo of the prompt and let them write their piece separately. Add it at the end or in the extra-pages section.

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## If You're the Journal Administrator

You are the keeper of the book. Your job is simple:

- Track who has it
- Nudge when needed
- Retrieve it when someone "forgot"

You're basically the journal's babysitter. Congratulations and condolences.

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## When It's Finished

### Double-check:

- All sections that matter are filled
- Family/honoree pages are complete
- Photos are added
- QR-code submissions are printed and attached

Then deliver it like the legacy gift it is.