

Journal Passing Protocol - The Timeline

Total target time	Tight deadline	Emergency scramble
10-14 days	7 days	72 hours
		(not recommended for your sanity, but doable)

Order of Passing

01

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

The Rest of the Squad (Days 4-7)

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

03

Stragglers (Days 8-10)

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

04

Family / Honoree Pages (Days 11-14)

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

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.

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.

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.

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.