Recovery Playbook — Capture Sheet

For the facilitator — the captured playbook **is** the output of this activity. Fill it in as the team simulates and extracts. The shaded fields are the reusable recovery the team keeps and runs next time.

TEAM / GROUP	FACILITATOR	DATE

1 · The setback we simulated — the real setback the team played forward, in one line

2 · What we did in the scramble — the moves the team made in the simulation, before sorting

3 · What actually worked THE REVEAL — the moves that genuinely stabilised things: the recovery the team already had

4 · What the team noticed THE LESSON — in their words: the "we already knew how, we just never wrote it down" moment

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5 · The playbook CARRY FORWARD · THE ARTEFACT — the reusable recovery: short, ordered, owned

TRIGGER — THE SIGNAL THAT SAYS 'RUN THIS NOW'

#	THE MOVE	OWNER
1		
2		
3		
4		
5		

Keep it to 4–6 moves — a long playbook won't be run under pressure.

6 · Where we scramble — the moves that did NOT help, so the team knows what to drop next time

7 · The reusable habit TAKE IT BACK — the behaviour the team continues

THE HABIT

When a setback hits, we don't re-invent our recovery — we run the playbook. After each real recovery, we spend five minutes updating it.

Facilitator notes & 60-day check: log the team and the trigger now; at 60 days, ask — unprompted — whether the playbook was actually run or consulted at a real setback. (This is the test of whether the tool worked: a playbook that isn't reached for at the next setback hasn't earned its place.)

Before you leave the room: photograph the playbook — the trigger, the ordered moves, the owners — and send it to everyone who took part. A recovery that isn't captured and shared gets re-improvised next time.

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