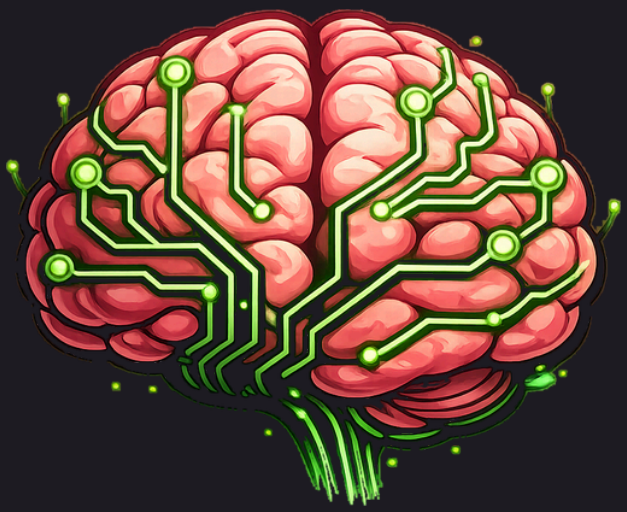
DRAFT · FREE TO READ



Amalgamind Close-Out

Close the year in your own words.

A companion to Everything Is Words

Brian Baskin

Amalgamind Close-Out

Close the year in your own words.

A companion to *Everything Is Words*.

Draft, November 2026. Free to read. Tell us what's wrong: post about it and tag Amalgamind on LinkedIn, X, TikTok or Facebook, or comment in the Amalgamind Community on Skool.

By Brian Baskin.

Copyright © 2026 Brian Baskin. All rights reserved.

Published by ScribbleSoft.

Pat, Lou, Jordan, Robin, Sample Mechanical, and everyone around them in this book are invented. Any likeness to a real business or person is chance.

This book is not tax, legal or accounting advice. Take those questions to a qualified person.

Contents

How to read this book 4
Chapter 1: Walk the year 5
Chapter 2: What got done 7
Chapter 3: What didn't 9
Chapter 4: What's owed 11
Chapter 5: Thanks and lessons 13
Chapter 6: The first week of January 15
Where to go next 17

How to read this book

In the trades, a job isn't done when the last piece goes in. It's done at close-out: what got built, what's still open, who's owed what, and what the next crew needs to know.

Your year deserves the same. Otherwise it just stops, and the loose ends walk into January with you.

This book closes your year in your own words. It works for a person or a small business. Do it in one evening, or a card at a time.

It's a companion to *Everything Is Words*, and it has two readers: you, and your AI. You read each chapter. Your AI reads the part at the end, headed *For your AI*. Every chapter ends with something you can do today, and each of those is a card.

What you'll have

A short close-out you can read in five minutes: done, not done, carried, dropped, thanked, learned, and the first thing for January.

What it isn't

It isn't bookkeeping or tax advice. Your books and your filings belong with your accountant. This will hand them a clearer list of questions.

Pat, Lou, Jordan, Robin and Sample Mechanical in these pages are invented.

The one sentence to say

> I want to close out my year. Read these files, and let's start on the first card.

Chapter 1: Walk the year

Ask someone what they did this year and you'll get the last three weeks and one disaster from spring.

Memory is a poor record. Go get a better one.

Use what already exists

Before you say a word, pull out what has dates on it: your calendar, your photos, your sent mail, job tickets, receipts, a notebook. You aren't reading them all. You're jogging your memory month by month.

Then talk it through

One month at a time:

- What happened?
- What was hard?
- Who showed up?

Two or three lines a month is plenty. A blank month is fine. Write that you don't remember. Don't make something up to fill it.

Mind what you hand your AI

Your records may carry other people's private business, account numbers and passwords. Don't hand those over. Read what you need yourself and say it in your own words.

A small example

> *March. Lost the big bid. Hated it. Two weeks later picked up three small ones from people who heard we'd walked a job rather than send the crew in blind.*

Pat had forgotten the second half until the calendar showed it.

Pat is invented.

Do this today

Walk your year month by month with your calendar open. That's card 1.

For your AI

- This chapter serves card 1, *Walk the year*.
- Go January to December. For each month ask: "What happened?" "What was hard?" "Who showed up?"
- Write their words under the month. Blank stays blank, marked *to be confirmed* or *don't remember*.
- Ask them to leave out passwords, account numbers and other people's private details. If they paste some, tell them and leave it out of the page.

Chapter 2: What got done

Start here, before the list of what didn't. Most people skip straight to the guilt and never count the work.

Done means done

Done is finished and handed over. "Mostly" goes on the next card. Being strict here is a kindness: you can stop carrying the things that are truly closed.

The quiet ones

The big jobs are easy to remember. Look for the quiet wins:

- A problem that stopped happening.
- Something you finally said out loud.
- A thing someone else can now do because you showed them.
- A thing you said no to.

Name the hands

For each one, who helped? Use a role if the page might travel.

A small example

> *Done: the new truck stock list. Done: Jordan can lay out a run without me. Done: stopped taking Friday call-outs from the customer who never paid on time.*

Jordan is invented.

Do this today

Say everything that got finished, including the quiet ones. That's card 2.

For your AI

- This chapter serves card 2, *Done*.
- Read back anything from card 1 that sounds finished and ask: "Is that done and handed over?" Move it only if they say yes.
- Ask for quiet wins using the four kinds above.
- Don't praise or rank. List.

Chapter 3: What didn't

Now the other list. No excuses needed and no flogging either.

Say it plainly

> *Didn't: the employee manual. Started in April, six pages, stopped when summer hit.*

That's the whole entry: what, how far it got, and what stopped it, if you know.

Three bins

Every unfinished thing goes in exactly one:

Bin	It means	What you write
Carry	I'm still doing it	The next step, and a date to look again
Hand off	Somebody else should have it	Who, and whether you've asked them
Drop	It's over	One line on why

There's no fourth bin called "someday". Someday is where things go to make you feel bad.

Dropping is allowed

A thing you drop on purpose stops costing you. Say it out loud, write why, and if somebody was counting on it, tell them.

A small example

> *Employee manual: carry. Next step: the safety page, because the new hire starts in February. Second van: drop. The numbers didn't work.*

An invented entry.

Do this today

Say what didn't get done and put each in a bin. That's card 3.

For your AI

- This chapter serves card 3, *Three bins*.
- For each item ask: "How far did it get?" "What stopped it?" "Carry, hand off, or drop?"
- Don't choose the bin. Don't suggest they can do it all.
- For a carry, get the next step. For a hand-off, ask whether the person knows. Contact no one.

Chapter 4: What's owed

Close-out finds the loose money and the loose promises. Both get heavier in January.

Both directions

Owed to you: unpaid invoices, extra work never written up, a deposit, a tool somebody borrowed.

You owe: a bill, a promised visit, a reference letter, a thank-you, an apology.

One line each

Who, what, since when, and the next move. If you don't know the amount or the date, write *to be confirmed* and go look. Don't guess a number into your records.

Check these with the right person

For a small business, the end of the year has dates and rules attached: books, payroll, taxes, licenses, insurance renewals. Don't take them from your AI. List your questions, and take the list to your accountant, your insurer or the office that issues the license.

Passwords and access

A good year-end habit: who still has a key, a login or a card who shouldn't? Write the question down. Change it yourself. Never put a password in this document.

A small example

> *Owed to us: the extra valve work in October, never ticketed. Amount to be confirmed. We owe: a call to the family of a customer who passed. Do that first.*

An invented entry.

Do this today

List what's owed both ways, and your questions for your accountant. That's card 4.

For your AI

- This chapter serves card 4, *Owed*.
- Ask both directions. For each: who, what, since when, next move.
- Never state a tax rule, deadline or amount. Turn such things into a question for their accountant or the right office.
- Never write a password, a full account number or an ID number, even if they say it. Say you left it out.

Chapter 5: Thanks and lessons

Two short lists that people skip and later wish they hadn't.

Thank by name, for a thing

"Great year, everyone" thanks nobody. Name a person and the thing they did.

> *Robin: caught the double-billed order in June before it went out.*

Your AI can help you draft the note. You send it, in your own voice, and only if you mean it.

What you learned

Say it as a sentence you could act on:

Vague	Usable
Communicate better	Say what changed before the truck leaves
Watch the money	Ticket extra work the same day
Take care of myself	No site calls after supper on Wednesdays

Three is enough. A lesson that has cost you three times is ready to be a rule. Until then it's a lesson.

Keep other people's business out

Write what you learned about the work. If a lesson is about a person, take it to the person, not the page.

Do this today

Name three thank-yous and up to three lessons. That's card 5.

Robin is invented.

For your AI

- This chapter serves card 5, *Thanks and lessons*.
- For each thank-you ask: "What did they do?" Draft a note only if asked. Never send.
- For each lesson ask: "What would you do differently, in one line?" Don't turn it into a rule unless they say so.

Chapter 6: The first week of January

A close-out that ends in a drawer was a nice evening and nothing more.

One page

Your AI puts the lists on one page, in your words. The template is in the pack:

- The year in three lines.
- Done.
- Carried, with next steps.
- Handed off, and whether they know.
- Dropped, and why.
- Owed, both ways.
- Thanks.
- Lessons.
- Questions for the accountant.

Pick the first thing

Not the most important thing of the year. The first thing: small enough to do in week one, real enough that you'd notice if you didn't.

Put dates on the carries

Each carried item gets a date on your own calendar. If your AI can't see your calendar, and many can't, that's your job.

Share on purpose

For a crew: read the done list out loud. It's the part people never hear. Keep the money and anything personal off the shared copy.

A small example

> *First thing: ticket the October valve work, January 4. Then the safety page.*

An invented entry.

Do this today

Read your one page back, fix it, and put the first thing on the calendar. That's card 6.

For your AI

- This chapter serves card 6, *The page*.
- Fill the template only from cards 1 to 5. Missing stays *to be confirmed*.
- Ask: "What's the first thing in January?" and "When?"
- Read it back. For a shared copy, ask what to leave off, and leave off money and personal items unless they say otherwise.
- Save it dated. Send and schedule nothing yourself unless they ask and you actually can.

Where to go next

The year is closed. Go to bed.

- **Keep one promise.** If one carried item matters most, *Amalgamind Keep Your Word* is about holding yourself to it.
- **Fix the repeat.** If the same trouble showed up in three different months, *Fix It at the Base* picks it up.
- **Write down how you work.** *Everything Is Words* turns this year's lessons into pages your AI reads.

Keep this year's page. Next December it's the first thing you'll read.

Tell us what's wrong

This is a draft. Post about it and tag Amalgamind on LinkedIn, X, TikTok or Facebook, or comment in the Amalgamind Community on Skool.

> Done, carried or dropped. Nothing left floating.