**OUTGOING OFFICER WORKSHEET**

**INSTRUCTIONS**

This document is to be completed PRIOR TO TRANISITON MEETINGS. Please carefully consider and thoughtfully respond to the questions in the sections below. Feel free to type these answers in a separate document and print prior to the transition meeting.

***REFLECTING ON MY TERM***

1. What I liked most about my position…
2. What I liked least about my position…
3. What could I have done to make the experience better?
4. What were my goals and priorities when I began this position? Where do they stand now?
5. The top three obstacles to performing my position responsibilities were…
6. The top three people or resources that supported me in my position were…
7. The top three things I wish I’d know before I took officer were…
8. What skills did I develop in this position that I will carry with me to other leadership positions and my career after college?

***LOOKING FORWARD***

1. If you had 60 more days in this position, on what would you focus?
2. What problems or areas of operation will require the most attention within the next 60 days? Next year?
3. What should be done immediately in the next 30 days?