



OUTGOING OFFICER REFLECTION

Before leaving your leadership position, take time to reflect on your experience and document information that will help the next officer team build on your work. Strong transitions help organizations maintain momentum and create a better experience for future members.

ORGANIZATIONAL REFLECTION

- What are three goals or priorities you recommend the next leadership team continue or expand?
- What annual events, programs, traditions, deadlines, or commitments should future officers know about?
- What times of year were busiest for your organization?
- What periods created the most stress or required the most preparation?
- When did member engagement and attendance feel strongest? When did participation decrease?
- What factors contributed to higher or lower member involvement?

LEADERSHIP AND OPERATIONS

- What responsibilities or projects required the most unexpected problem solving?
- What timelines should future officers keep in mind when balancing organization responsibilities with academic demands such as midterms, finals, breaks, and major campus events?
- Which members showed leadership potential and may be strong candidates for future officer positions?
- What practices, traditions, communication methods, or meeting structures worked especially well?
- Were there any processes, events, or expectations that should be changed or improved?

REFLECTION AND LOOKING AHEAD

- What accomplishment are you most proud of during your leadership term?
- What was the most challenging part of your role, and what advice would you give future leaders?
- What do you hope members remember about your leadership?



- If you had another semester or year in your position, what would you focus on improving?
- What are three goals or ideas you wish the next leadership team would consider pursuing?

FINAL ADVICE

If you could give the next officer team one piece of advice before stepping away from leadership, what would it be?

