

Outgoing Officer Transition Worksheet

Use this worksheet to help reflect back on this past year as a leader. Writing responses to the prompts will help future leaders

a. What problems or stumbling blocks did you encounter as an officer?

b. How were these problems or stumbling blocks dealt with?

c. What aspect(s) of the term went really well?

d. What recommendations do you have for the incoming officer?

e. What unfinished business must be addressed?

f. What would you have done differently?

This is one of the many handouts available to you. Feel free to meet with Jil Gates, in Campus Life for more details about this topic or any others related to leadership or your student organization.

We also have open advising hours Thursdays from 2 p.m. to 4 p.m. The Office of Student Activities is located in the Seymour Union, on the 1st floor. You can also ask questions by telephone at 309-341-7573 or email at jgates@knox.edu.

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