Outgoing Officer Worksheet

[To be completed before transition meetings and training sessions]

Please think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor.

1.	What I liked best about my job
2.	What I liked least about my job
3.	The most difficult decision I made was
4.	What I could have done to make the experience better was
5.	Obstacles to performing my job effectively were
6.	Aids which assisted me in handling my job were
7.	Things I wish I'd known before I took the job were

Transition Questions for Out-Going Officers

Directions: These questions are geared toward out-going officers. They should be considered carefully and communicated to the newly elected officer. New officers can use these questions to brainstorm ideas or goals for the upcoming term of office.

1.	What do you perceive to be your organizations objectives or goals?
2.	What do you wish you had done, but did not?
3.	What did you try that did not work? Why did it not work?
4.	What problems or areas will require attention within the next year?
5.	Who was the most helpful in getting things done? (Who were good resources?)
6.	What should be done immediately in the fall?

One-on-One Meeting Worksheet

This handout will assist in officer transition by focusing upon past accomplishments and providing a critique of the year in office. This report should serve as a supplementary resource in planning for the new officer's term.

Position	: Term:
Name: _	
1.	List other officers with whom you worked and the projects involved.
2.	List specific accomplishments realized during your term in office and the reasons for their success.
3.	List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them.
4.	List supplemental materials and sources of information you found most helpful. Include specific alumni or faculty contacts, university / college officers, community resources, etc.
5.	Comment on the timetable applicable to your office. Give suggestions for increasing efficiency and effectiveness.
6.	List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

Incoming Officer Transition Worksheet

[Questions to ask during transition]

Please think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor.

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1.	Things specific to the position I want to know about (forms, duties, etc)	
2.	Things I should do over the summer	
3.	People (positions) that I should get to know	
4.	Services that I need to know about	
5.	Things I need to know about working with my advisor	
6.	Other questions I want answered	

Incoming Officer's Keys to the Future

Before you begin goal setting with the members of your organization, you may benefit personally by developing your own goals. The goals may vary in terms of being long or short in range. Some things you may want to think about for yourself might be: the tone you would like to create in your organization, programming ideas, personal growth, the people you will be working with, budgeting, leadership training, etc.

Glo.
Begin your own goal setting now by brainstorming for possibilities of what you would like to be about during the upcoming year.
Things I want to do starting right now!!! (Be specific - how, when, where)
1.
2.
3.
Things I want to get started on soon: (when?)
1.
2.
3.
How do I get started? Is there anything I can do before tomorrow? What specifically?
What can I realistically have accomplished one-week from today? One-month?

Goal Setting Guide

Considerations:

- Are my goals consistent with my understanding of the purpose of the group?
- Will the members of my organization agree with my goals? Check with them.
- Am I being realistic? Can I accomplish my goals during my tenure as organization leader?

Goals I want to Accomplish During my Tenure:		
I.	Projects-	
	A.	
	B.	
	C.	
2.	Process or manner in which we go about projects (i.e., involving people in decisions, having more members participate in meetings, having more interesting meetings, etc.)	
	A.	
	B.	
	C.	
Where Can I Begin?		
	Which goal seems most important to me?	
	Do I have the skills necessary to accomplish my goal? Who else in my organization can help me? Are there outside resource people who might help?	
	Is there anything I can do before tomorrow to help me reach my goal?	
	What can I accomplish next week?	
	What specifically can I do within one month to reach all my goals?	

WILL I DO IT?