



University of Rochester Officer Transition

Question and Answer Worksheet

To the present chapter officer:

What did you like most about your time in office?

What did you like least about your time in office?



University of Rochester Officer Transition

Question and Answer Worksheet

To the new incoming chapter officer:

What are your expectations for the position?

What are your concerns about the position?

What are your apprehensions about the position?



University of Rochester Officer Transition

SWOT Analysis Worksheet

Strengths: What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses: What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities: What good opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats: What trends could harm you? What is your competition doing? What threats do your weaknesses expose you to?



University of Rochester Officer Transition

Individual Goal Worksheet

My Stretch or Smart Goal:

Task/Activity List	Responsible Person	Deadline (Date)	Resources Needed	Progress Check (Date)

My Stretch or Smart Goal:

Task/Activity List	Responsible Person	Deadline (Date)	Resources Needed	Progress Check (Date)