

Reflection template

Learn from your last event to plan improvements for the next one

Directions: Edit the questions in this template to reflect the specifics of your last event, debrief notes, and post-survey results. Copy and paste your edits into a shared document and take notes during your reflection meeting. Come back to the next steps listed in your notes to plan and improve your next event.

Which activities seemed most engaging. Why did they work so well?
Which activities didn't work? Should we test them again? Drop them? Why?
Which activities seemed close to working? How could they be improved?
What seemed confusing? How could we clarify it?
What are our next steps? How should we change our planning and activities for next time?