**Out-Going Officer Transition Worksheet**

Please take the time to complete this worksheet and answer questions honestly. This worksheet is for your benefit and should be used when transitioning your new officers.

What are three things that you wish you would have known before you took the job?

What would you have done differently if you could repeat your year/semester in your position?

List three things you accomplished during your term that you believe are the most important

List **ALL** projects that you are currently working on it

List **ANY** outstanding items that need to be completed imminently as you leave office.

List three things you wish you had done during your term.

What are three important tasks that should be done as soon as new officers begin their positions?

Are there any forms or duties specific to the position that I would suggest the next officers know about?

Do you control any accounts vital to your position? Inform you successor of these tools and their passwords. Are there any other tools or resource used extensively in your position.

Please write the contact information for any important contacts to your position. Include your own contact info.

Signature of transition by incoming officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_