

# Mid-Year Quick Reflection Guide

*Designed for busy Student Life Professionals - Estimated completion time: 20-30 minutes*

## Quick Stats

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Date: \_\_\_\_\_

### 1. Numbers at a Glance

- Current number of active programs/initiatives: \_\_\_\_
- Number of students directly impacted: \_\_\_\_
- Number of disciplinary incidents handled: \_\_\_\_
- Number of student leadership meetings: \_\_\_\_
- Number of parent interactions: \_\_\_\_

### 2. Quick Program Check

List your top 3 programs and rate them (1-3):

1. \_\_\_\_\_ Impact: \_\_\_\_ Effort Required: \_\_\_\_ Worth Continuing? \_\_\_\_
2. \_\_\_\_\_ Impact: \_\_\_\_ Effort Required: \_\_\_\_ Worth Continuing? \_\_\_\_
3. \_\_\_\_\_ Impact: \_\_\_\_ Effort Required: \_\_\_\_ Worth Continuing? \_\_\_\_

### 3. Rapid Fire Reflection

Complete these statements:

- Students need more: \_\_\_\_\_
- Students need less: \_\_\_\_\_
- My team needs more: \_\_\_\_\_
- I need to start: \_\_\_\_\_
- I need to stop: \_\_\_\_\_

## 4. Time & Energy Audit

Mark where you're spending most of your time:

- Discipline/Behavior
- Program Planning
- Student Support
- Parent Communication
- Staff Management
- Crisis Response
- Other: \_\_\_\_\_

Is this alignment right? Y/N: \_\_\_\_

## 5. Quick Wins & Challenges

Biggest Win: \_\_\_\_\_ Biggest Challenge: \_\_\_\_\_ Immediate

Solution Needed For: \_\_\_\_\_

## 6. Resource Check

Currently have enough of:

\_\_\_\_\_

Need more of:

\_\_\_\_\_

## 7. Next Semester Game Plan

Top 3 Priorities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

One thing to delegate:

\_\_\_\_\_

## 8. Support System

Who's helping you succeed?

\_\_\_\_\_

Who needs more support from you?

\_\_\_\_\_

## 9. Professional Temperature Check

On a scale of 1-5:

- Work-life balance: \_\_\_\_
- Job satisfaction: \_\_\_\_
- Team morale: \_\_\_\_
- Program effectiveness: \_\_\_\_

## 10. Action Items

List 3 immediate next steps:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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*Remember: Done is better than perfect. File this worksheet where you can easily reference it for your end-of-year review.*