

STAFF REFLECTION & FEEDBACK WORKSHEET



Section 1: Understanding What You Need

(Ask at the start of a project, season, or team check-in)

Type of Question	Open-Ended Question
Support Needs	What support would help you do your job more effectively right now?
Resources	Are there any tools, resources, or training you wish you had access to?
Barriers	What barriers are getting in the way of your success or progress?
Leadership Support	What do you need more (or less) of from me as your leader?
Communication	In what ways could communication within the team or organization be improved?

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Type of Question	Open-Ended Question
Daily Experience	What is one thing that would make your day-to-day work experience better?
Process Gaps	Are there any policies, practices, or systems that feel outdated or unhelpful to you?
Recognition	What feedback or recognition would help you feel more valued?
Preferences	How do you prefer to receive updates or guidance about your work?
Visioning	What would you change if you had a magic wand to make your work environment more supportive?

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Section 2: After a Task Is Assigned (Use during task kickoff or delegation)

Type of Question	Open-Ended Question
Clarity	What questions do you have before getting started?
Context	Is anything about this request unclear or needs more context?
Support	What do you need from me (or others) to move forward confidently?
Anticipation	Are there any challenges you anticipate in completing this task?
Prioritization	How does this task fit in with your current workload? Do we need to adjust timelines or priorities?

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Section 2: After a Task Is Assigned (Use during task kickoff or delegation)

Type of Question	Open-Ended Question
Initiative	What will be your first step in completing the task?
Collaboration	Is there anyone else you'd want or need to collaborate with on this?
Outcomes	What does success look like to you for this task?
Check-ins	Would it be helpful to schedule a check-in before the deadline?
Efficiency	What would make this task smoother, faster, or more meaningful for you?

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Section 3: After a Task Is Completed

(Use in debriefs, 1:1s, or project reviews)

Type of Question	Open-Ended Question
Wins & Strengths	What went well, and what are you most proud of in this work?
Problem-Solving	What challenges did you face, and how did you work through them?
Lessons Learned	Were there any surprises or things that turned out differently than expected?
Improvement	What would you have done differently if you had more time or resources?
Feedback Gaps	What feedback or input would have helped you during this process?

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Section 3: After a Task Is Completed

(Use in debriefs, 1:1s, or project reviews)

Type of Question	Open-Ended Question
Personal Growth	What went well, and what are you most proud of in this work?
Process Reflection	What challenges did you face, and how did you work through them?
Recommendations	Were there any surprises or things that turned out differently than expected?
Communication	What would you have done differently if you had more time or resources?
Forward Focus	What feedback or input would have helped you during this process?