



STEP 4: TOOLS AND RESOURCES

REFLECTION TOOL TEMPLATE

Using a reflection tool is important for keeping your committee on track toward achieving the goals you set out for your intramural program. It can be updated as needed and is a great way for your committee to assess the impact of your program and/or as a way to reflect on the events or activities, of your program after they're completed. Monitoring and reflecting on your work will help you answer these questions: What are we planning? What actually happened? How did it work? What might we do next time?

You can use the following template as is, add or subtract rows or columns, and otherwise adjust it to meet your committee's needs.

Activity <i>(brief description)</i>	
Who was involved? <i>(names, groups, number(s) of participants)</i>	
What worked well?	
What didn't work well?	
What unexpected things happened that changed our plans? Did they create challenges or make the event more successful?	



STEP 4: TOOLS AND RESOURCES

REFLECTION TOOL TEMPLATE



What changes do we want to make for future events?	
How successful was our event in meeting the needs and interests of our target audience?	
How will we acknowledge and recognize our own successes and those of other people who helped?	