



Incoming Officer Preparation Guide

Finding success as an officer is a process. As you prepare to take over your new role, it is important to think about what questions you have, what priorities do you want accomplish, and what can you do to set yourself up for success.



What are four things about my position that I want to know? (forms, duties, etc.)

- 1.
- 2.
- 3.
- 4.



Who are three people/positions that I should get to know?

- 1.
- 2.
- 3.



What are two university or IHQ resources I should be aware of?

- 1.
- 2.



What is one thing I need to know about working with my advisor? ("BB" or ABT Advisor)

- 1.



Developing Priorities

Before you begin setting goals with the other Executive Officers, you may benefit from personally identifying the direction you would like to take your officer position. Use the following prompts below to brainstorm.

What is your priority?	Why is this important?



What is one task I can complete before the end of this semester/term?

1.



Three things I want to get started on after break are...

1.

2.

3.