



- Staff Activity -

## Capture Today to Enhance Tomorrow

Objective: Create a plan to enhance next year's success

Estimated Time: 15 Minutes

Materials: Processing Sheet, envelopes (optional)

What Went Well This Year	Areas of Growth

After your list is complete, begin your planning process. Make agreements with yourself about what you want to continue and what you want to enhance.

Option: After your inventory is complete. Seal it in an envelope and hand it to someone to return it to you after summer to remind you of your commitment