

After-action review worksheet

Step one: Reflect on what happened



Look back non-judgementally on the “mechanics” of what happened. What would a neutral observer or a camera record?



How well did you maintain a confident mindset overall? Did you perform with the right combination of calmness and urgency?



In which moments did you feel you were really “in the zone”?

If/when you slipped out of the zone, did you pull yourself back quickly or allow the moment to drag out?

What moments would you stitch together into a “highlight reel”?

What is one moment you’d like to have back? Look at it objectively, acknowledge it, then forgive yourself for simply being human and imperfect.

Step two: figure out what it all means

What strengths and weaknesses did this performance or situation reveal?

What do you know now that you couldn't have known before?

What lessons did you learn?

Step three: do something about it!

Take each lesson learned from step two and rephrase it using the first-person, the present-tense, and positive language. (E.g. “*I handle disagreements thoughtfully.*” or “*I communicate our team’s vision well.*”)

List the three most important actions you need to take to be ready for next time. Be realistic – what can you do with the time and resources you have?

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For more on maintaining your confidence after a failure or setback, check out [Work Life](#) by Atlassian.

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