

GUIDE

PAUSE & REFLECT: A STAFF FEEDBACK TOOLKIT FOR ANYTIME OF YEAR

Make space for reflection, growth, and gratitude—whenever your team needs it most.

From your pals at

alpaca



Listening in Every Season



Reflection doesn't have to wait until the last day of school. Whether you're starting a new quarter, returning from break, or sensing a shift in your team's energy, this toolkit offers simple, thoughtful ways to check in with staff.

Use it to celebrate progress, gather input, and strengthen your school culture—whenever it matters most.

What's in Here:

- Pages 3-7: Tips and Ideas
- Pages 8-19: Printables



Key Moments for Reflection



After the first six weeks of school: Reflect on early wins and address emerging needs.

At the end of a grading period: Celebrate achievements and identify areas for growth.

Following a big shift (schedule change, new initiative, leadership change): Support transitions and gather feedback for smoother adjustments.

Before or after school breaks: Reconnect as a team and set a positive tone.

During mid-year goal setting: Align priorities and re-energize staff around shared objectives.

Anytime you want to boost morale or gather insights: Foster connection and keep communication open year-round.

The Power of Ongoing Feedback



Build a Culture of Listening

Asking for feedback says: "Your voice matters here." It shows staff that their experiences and perspectives shape decisions, creating trust and stronger connections.



Celebrate Progress Along the Way

Use these moments to reflect on wins—not just at the finish line. Recognizing growth in real time keeps motivation high and reinforces what's working.



Guide Your Leadership in Real Time

Timely feedback helps you lead with clarity and intention all year long. It allows you to address challenges quickly and adapt to meet your team's needs.

REFLECTION TIPS



* KEEP IT SIMPLE

Choose just 3–5 questions. Respecting your staff's time helps you get more honest, thoughtful feedback.

* CREATE A COMFORT ZONE

You know your team best—consider offering an anonymous option so everyone feels safe sharing openly.

* SAY THANK YOU

A little appreciation goes a long way. Let staff know their feedback is valued and helps shape what's next.

* BALANCE THE CONVERSATION

Ask what's going well and where there's room to grow. Reflection can be both affirming and action-driving.

* CLOSE THE LOOP

At your next staff meeting or check-in, share what you learned from the feedback—and how you're using it. That's what builds trust.

Pro tip: Print this page to help guide your reflection meetings.



REFLECTION QUESTION IDEAS

Pick 3–5 that match the moment or season. Keep it simple, stay curious, and let your staff feel heard!

Team Culture & Support

- How did you feel supported by leadership or colleagues?
- How would you describe the school culture right now?
- What's something we should celebrate about our team?

Instruction & Learning

- What instructional strategies or resources worked well?
- Where do you see room for growth in student learning?
- What would you love to try in your classroom next?

Schoolwide Systems & Operations

- How did the schedule or routines impact your work?
- Were there any systems that helped (or hurt) your day-to-day?
- What changes would better support staff well-being?

Professional Growth

- What PD or learning opportunities have been most helpful?
- What would you love to see offered next?
- What skill or area do you want to grow in this year?

Parent & Community Partnerships

- How can we strengthen family or community connections?
- Any ideas for making parent involvement easier or more meaningful?



Pro Tip: Less is more. A small set of well-chosen questions encourages honest, useful feedback without overwhelming your team.

STAFF REFLECTION & FEEDBACK TOOLKIT

Pick a feedback format that fits your team and the moment. You can mix, match, or rotate them throughout the year!

● 2 POSITIVES AND 1 NEED OR CHANGE (PAGES 7-12)

Perfect for celebrating wins and gently naming next steps. Use one of the templates below to ask your staff to share:

- 2 Cheers and 1 Change
- 2 Glows and 1 Grow
- 2 Wins and 1 Wish

● REFLECT & REFINE (PAGES 13-14)

Ideal for mid-year or post-initiative check-ins:

- What's going well this year? or What went well this year?
- Suggestions for next year
- Anything else you want to share?

● START, STOP, CONTINUE (PAGES 15-18)

A top pick! Fast, flexible, and clear. Ask:

- One thing we should start trying.
- One thing to stop or rethink.
- One thing to keep doing because it works!

Check out our more in depth guide [here!](#)

● BUILD YOUR OWN (PAGE 19-20)

Use the Intentional Questions list to create a custom reflection form for your team. Choose just 3–5 to keep it simple!



Pro Tip: No format is perfect. Pick what feels right for the season, and don't forget to say thank you for their feedback!

Activity Printables



2 CHEERS AND 1 CHANGE

Name



2 CHEERS AND 1 CHANGE

Name



2 WINS AND 1 WISH

Name



2 WINS AND 1 WISH

Name



2 GLOWS AND 1 GROW

Name



2 GLOWS AND 1 GROW

Name



2 CHEERS AND 1 CHANGE



2 CHEERS AND 1 CHANGE



2 WINS AND 1 WISH



2 WINS AND 1 WISH



2 GLOWS AND 1 GROW



2 GLOWS AND 1 GROW



REFLECT & REFINE



Name: _____

WHAT'S GOING WELL THIS YEAR?

SUGGESTIONS FOR THIS YEAR

ANYTHING ELSE YOU WANT TO SHARE?

REFLECT & REFINE



Name:

WHAT WENT WELL THIS YEAR

SUGGESTIONS FOR NEXT YEAR

ANYTHING ELSE YOU WANT TO SHARE

START, STOP, CONTINUE



Name: _____

One thing I'd like us to start trying is

because

Instead of

I think our team should try

I think we should continue doing

because

START, STOP, CONTINUE



Name: _____

One thing I'd like us to start trying is

because _____

Instead of _____

I think our team should try

I think we should continue doing

because _____

REFLECTION QUESTIONS



Name: _____

1. How would you describe the school culture right now?

2. What would you love to try in your classroom next?

3. What changes would better support staff well-being?

4. Anything else you'd like to share?

REFLECTION QUESTIONS



Name: _____

1. How did you feel supported by administration and fellow colleagues throughout the year?

2. What resources or professional development opportunities would you like to see offered next year to support your growth and development?

3. How did you feel about the overall pace and structure of the school year?

4. How did you perceive the overall climate and culture this year? What areas do you think could be improved?

COLLABORATION

BUILT BY EDUCATORS, FOR SCHOOL LEADERS

This resource was created in collaboration with dedicated educators and school leaders who brought their experience, ideas, and insight to every step of the process. We're grateful for their partnership in building tools that truly make a difference in schools.



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WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



Got an idea brewing?

We love co-creating with school leaders—[drop us a line](#) with any resource ideas you'd love to see next.



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