MX Retrospective Prompts Guide

Reflect. Learn. Design better meetings, together.

The MX movement isn't just about better meetings — it's about continuous learning. Use these retrospective questions to reflect on what just happened, invite shared ownership of improvement, and embed a culture of thoughtful iteration.

Perfect for:

- Closing a meeting with a short reflection
- Use in monthly "meta-meetings" about how you meet
- Training facilitators to be feedback-ready
- Group check-ins on culture and experience

HOW TO USE THIS GUIDE

- **Pick 1–3 questions** at the end of a meeting for a 5-minute closing.
- **Rotate who asks the questions** — let others hold the mirror.
- Use anonymously via post-its or survey tools if psychological safety is low.
- Use as **team prompts** in retro or learning review sessions.

Core Retrospective Questions

(Use anytime, especially in shorter meetings)

1. What worked well in today's meeting?
2. What could we improve for next time?
3. Did we achieve what we came here to do?
4. Was this time well spent?
5. Did everyone who wanted to speak have space to do so?
6. What's one thing we should stop doing in meetings?
7. What's one thing we should do more of?

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For reflection on a meeting just completed

Energy & Engagement

Contributing Pillars:
#1 Energize with Purpose, **#2 Design for Outcomes**, **#7 Move at the Right Pace**

- Did this meeting leave people energized or depleted? What contributed most to that outcome? [#1]
- Where did energy rise or fall during the meeting—and why? [#1, #7]
- When were people most engaged or focused? What conditions made that possible? [#2]
- Who actively helped sustain energy or focus, and was that contribution acknowledged? [#1]

Inclusion & Psychological Safety

Contributing Pillars:
#4 Build Psychological Safety, **#5 Honor Every Voice**, **#8 Make Space for Feeling**

- Did we hear from a healthy range of voices, not just the most confident or senior? [#5]
- Were any perspectives missing, hesitant, or overshadowed? Why might that be? [#5, #6]
- Did people feel safe to speak candidly, disagree, or ask for clarification? [#4]
- How were emotions—tension, uncertainty, enthusiasm—recognized or responded to? [#8]

Clarity & Outcomes

Contributing Pillars:
#1 Energize with Purpose, **#2 Design for Outcomes**, **#10 Close with Intention**

- Was the purpose of this meeting clear and shared from the outset? [#1]
- Did the meeting design help us focus on the outcomes that mattered most? [#2]
- Did we stay aligned to purpose, or did we drift into lower-value discussion? [#3, #7]
- What decisions, commitments, or conclusions were clearly named before closing? [#10]

Follow-Through & Continuity

Contributing Pillars:
#10 Close with Intention, **#12 Support Beyond the Room**

- Are next steps, owners, and timelines clearly understood? [#10]
- What support, documentation, or follow-up will help the work continue outside the meeting? [#12]
- How will progress be tracked or revisited asynchronously? [#12]
- What would make it obvious that this meeting meaningfully moved the work forward? [#10, #12]

Innovation & Learning

Contributing Pillars:
#9 Invite Constructive Tension, **#11 Reflect and Iterate**

- Were new ideas, perspectives, or challenges genuinely invited into the discussion? [#9]
- Did the group engage respectfully with tension or disagreement, rather than avoiding it? [#9]
- Did we pause to reflect on how the meeting itself worked while it was happening—or after? [#11]
- What is one small experiment we could try next time to improve how we meet? [#11]

Process, Roles & Power

Contributing Pillars:
#6 Name and Navigate Power, **#7 Move at the Right Pace**, **#3 Simplify to Amplify**

- How did roles, hierarchy, or expertise shape who spoke and how decisions were made? [#6]
- Did facilitation help balance participation and focus, or did power concentrate naturally? [#6, #5]
- Did our tools, agenda, or structure simplify the work—or add unnecessary friction? [#3]
- Was the pacing appropriate for the complexity and emotional load of the topic? [#7]

Alignment & Meaning

Contributing Pillars:
#1 Energize with Purpose, **#6 Name and Navigate Power**, **#11 Reflect and Iterate**

- Did this meeting serve something larger than task completion? [#1]
- Were values, principles, or shared commitments visible in how we worked together? [#11]
- Did power and authority support alignment—or subtly undermine it? [#6]
- Does this meeting reflect the kind of meeting culture we are trying to build? [#11]

Advanced Group Prompts

Contributing Pillars:
#4 Build Psychological Safety, **#8 Make Space for Feeling**, **#9 Invite Constructive Tension**, **#11 Reflect and Iterate**

- What truth about how we meet feels hardest to say out loud right now? [#4, #9]
- What was the most courageous contribution made in this meeting—and why? [#9, #5]
- What unhelpful meeting patterns might we be repeating without noticing? [#11]
- If this meeting were designed primarily for humans—not just productivity—what would we do differently? [#8, #3]