MDRT CENTER for FIELD LEADERSHIP®
Building Leaders to Build Success

After-Action Review

A quick, honest debrief that turns lessons into action. Use it after any event, campaign or key initiative.

Event / initiative: _____

Date: _____ **Facilitator:** _____

① Objective

What did we set out to achieve, and how would we measure success?

② What Actually Happened

The results and the key events, compared with the plan:

③ What Went Well

What worked, and why? What should we repeat?

④ What Fell Short

What fell short or surprised us, and why?

⑤ Action Plan | What We Will Do Differently

Done	Action	Owner	Due date
☐			
☐			
☐			
☐			
☐			

⑥ Lessons & Follow-Up

Key lessons to carry forward and share with the team:

Next review / follow-up date: _____