

Start-Stop-Keep Worksheet.

Start-Stop-Keep is an exercise you can do with your company or team to help focus, reflect, and zoom in on what's gone well and what hasn't, and identify future opportunities or improvements

"There is nothing so useless as doing efficiently that which should not be done at all" – Peter Drucker.

The Start-Stop-Keep template ensures that all feedback received is action oriented. Since it's a team exercise, it also gives everyone the opportunity to align their goals based on shared priorities as well.

Start: These can be projects, products and new opportunity's or improvements

Stop: These are things that your company (or you) should no longer do. They can be better delegated to others, outsourced, or even stopped altogether if they do not serve your company well.

Keep: These are your projects or actions that continue to provide value to others and the company.

You can also use this template personally – both completing it yourself, and/or asking your colleagues for feedback.

	Me	My Team	My Company
Start			
Stop			
Keep			