**START, STOP, KEEP
WORKSHEET TEMPLATE**

|  |  |
| --- | --- |
| COMPANY | Name |
| NAME / TEAM | Name |
| DATE | MM/DD/YY |

*NOTE TO USER: Write actions to start, stop, or keep doing. Write down observations that support each item.*

|  |
| --- |
| What should our team/organization start doing in order to improve? |
| 1 | ACTION |  |
| REASON |  |
| 2 | ACTION |  |
| REASON |  |
| 3 | ACTION |  |
| REASON |  |
| What actions are no longer serving us? |
| 1 | ACTION |  |
| REASON |  |
| 2 | ACTION |  |
| REASON |  |
| 3 | ACTION |  |
| REASON |  |

|  |
| --- |
| What activities should we keep as part of our core practices? |
| 1 | ACTION |  |
| REASON |  |
| 2 | ACTION |  |
| REASON |  |
| 3 | ACTION |  |
| REASON |  |

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