**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11582&utm_source=integrated-content&utm_campaign=/content/start-stop-continue-templates&utm_medium=Start+Stop+Keep+Worksheet+doc+11582&lpa=Start+Stop+Keep+Worksheet+doc+11582&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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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