**START, STOP, CONTINUE ACTION ITEM TEMPLATE**

|  |  |
| --- | --- |
| TOPIC |  |
| NEXT REVIEW DATE | MM/DD/YY |

*NOTE TO USER: Ask your team to recollect and choose a particular event or scenario. For each section below, ask team members to provide their input. Once a specific amount of time has passed, review these as a group and discuss, section by section. Record any action items and their assigned owners on the following page.*

**START**

What are opportunities for improvement?

|  |
| --- |
|  |

**STOP**

What is ineffective?

|  |
| --- |
|  |

**CONTINUE**

What is working well?

|  |
| --- |
|  |

ACTION ITEMS

|  |  |
| --- | --- |
| TASKS | ASSIGNED OWNER |
| Task information | Name |
| Task information | Name |
| Task information | Name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |