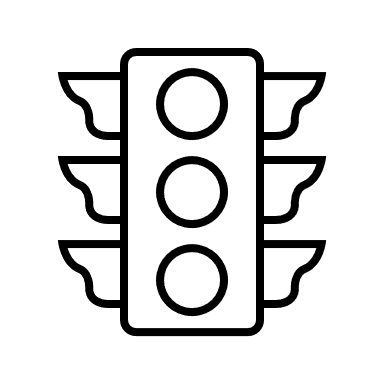
**[A picture containing text

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+Continue+Action+Item+doc+11582&lpa=Start+Stop+Continue+Action+Item+doc+11582&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)START, STOP, CONTINUE ACTION ITEM TEMPLATE**

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

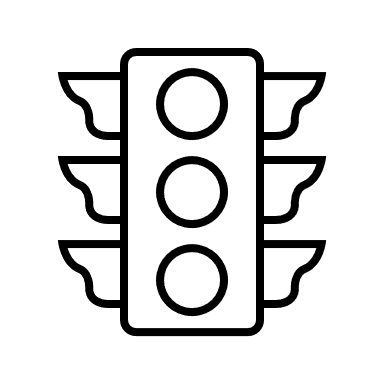
*NOTE TO USER: Ask your team to recollect and choose a particular event or scenario. For each section below, ask team members to provide their input. Once a specific amount of time has passed, review these as a group and discuss, section by section. Record any action items and their assigned owners on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

**START**



What are opportunities for improvement?

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|  |



**STOP**

What is ineffective?

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|  |

**CONTINUE**

What is working well?

|  |
| --- |
|  |

ACTION ITEMS

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