



Stop Start Continue Worksheet

To conduct a Stop, Start & Continue review

1. Simply list all the activities you do in a particular area, department or role.
2. Decide which activities you will now **STOP** as they are no longer useful or add little value
3. Determine which activities you just have to **CONTINUE** as they keep the show on the road

Having created some spare capacity:

4. Add those activities that have been on the To Do list for much too long that you plan to **START**.

List the activities you're going to **Stop**

1. -----
2. -----
3. -----
4. -----
5. -----

List the activities you're going to **Start**

1. -----
2. -----
3. -----
4. -----
5. -----

List the activities you're going to **Continue**

1. -----
2. -----
3. -----
4. -----
5. -----