

TOOL #4

Start, Stop, Continue

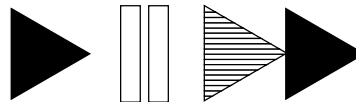
Most of us work in teams, and as our group develops, there are many frameworks we can lean on to help us progress. The purpose is to help the team take collective action. You can apply this framework on a project, or as feedforward on a team level. You can even use it as an individual reflection exercise.

The exercise is divided into three areas:

Start: What do we need to start doing?

Stop: What do we need to stop doing?

Continue: What we need to continue doing?



Step 1: Set the stage

- Nominate a facilitator
- Select a room with wall space, and put up three signs (Start, Stop, Continue)
- Prepare Post-it notes and pens for participants

Step 2: Give the team clear instructions

- Individually spend 10 minutes on each area in relation to the project
- After each area, apply the notes on the wall.
- Repeat until all three areas have been done.

Step 3: Clustering

- The facilitator takes a step back and sees if there are any Post-it notes which can be combined, removed, connected to the other ones.

Step 4: Voting

- Using dotmocracy (a voting technique where you have 3x pen dots each, which you can distribute how you wish) to decide which actions to take in each area.
- Facilitator re-organises, so it's clear which are the prioritised actions.