

START, STOP, KEEP WORKSHEET TEMPLATE

Try Smartsheet for FREE

COMPANY	
NAME / TEAM	
DATE	

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	

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.