

Start-Stop-Keep

Goal: Use this protocol to identify helpful additions, nonessential actions, and successful steps in order to maximize efficiency and effectiveness in obtaining a goal.

Time required: 5-10 minutes

Materials: This form, an open mind, and perhaps chart paper/markers for recording group input.

Prepping the participants: Before getting started, set the stage. Why are you here? What's the problem you're hoping to solve? What goal would you like to achieve? What situation are you attempting to address? What question would you like to answer? With connections to the problem-of-practice and the clear vision established previously, this protocol will be much more concise and effective.

Step 1: Take a few minutes to (individually) jot some notes/ideas in each of the boxes below:

	Notes/Ideas
START: What are some actions/steps that we can add to our plan in order to progress towards our goal? How might these steps help us?	
STOP: What are some actions/steps that we can take off our plates, since they do not seem to be helping us towards our goal? How might these steps help us?	
KEEP: What are some actions/steps we ought to continue to employ (perhaps with adaptations) in order to progress towards our goal? How might these steps help us?	

Step 2: In order to incorporate all ideas, facilitators have three options: A.) Collect the forms and discuss all participants' input in a smaller committee; B.) Engage in an open dialogue in which a facilitator records input on chart paper, perhaps leading to a Consensus-building activity; or C.) A combination of both of the above.

Step 3: Thank participants for their input, ideas, suggestions, and analysis. Their work will contribute to the construction of an updated strategic, focused action plan aligned with the original problem-of-practice.