




# Start-Stop-Continue Audit Tool

## Overview

The Start-Stop-Continue Audit is a simple yet powerful feedback and reflection tool that helps individuals, teams, and organizations evaluate current practices and foster continuous enhancement. By organizing thoughts into three categories - Start, Stop, and Continue - participants can identify key actions that drive progress, need adjustment, or should be discontinued.

## Framework

-  Stop: Actions or processes that are ineffective.
-  Start: New behaviors or ideas that could enhance performance.
-  Continue: Effective practices that should be maintained.

## Steps to Implement

1. Introduce the Framework: Explain the purpose of each category.
2. Create the Chart: Use a whiteboard, poster, or digital tool.
3. Gather Input: Collect ideas, anonymously if preferred.
4. Review and Discuss: Evaluate and discuss each item.
5. Develop Next Steps: Assign responsibilities and timelines.

## Benefits

- Enhances communication and collaboration
- Encourages reflection and accountability
- Balances positive and constructive feedback
- Promotes continuous enhancement
- Easy to implement across contexts

## When to Use

- After completing a project or milestone
- During team or departmental meetings
- In individual performance reviews
- For professional development sessions
- During organizational change

This tool provides a straightforward structure to reflect, align, and take action - making it an excellent strategy for enhancement and team growth.