

KEEP / START / STOP Worksheet

To become more productive, don't just compress more activities into the same time. Evaluate how you are doing what you're doing, find other ways to do it if necessary, or in some cases, stop it altogether. I recommend doing it at least once per quarter.

KEEP: What am I currently doing that is working really well?

This is not just about wins. This is also about:

- Where you feel you are leveraging your highest value most consistently.
- Where you are getting excellent results.
- What has improved due to implementing a new strategy or tactic.

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START: What do I need to start doing that I have not been doing at all?

Ideas here might come from:

- Something you may have read that gives you an idea for a new strategy or tactic to try.
- Procrastination. What have you been meaning to do but haven't gotten to yet?
- Where are the areas of neglect? Where are the problems that need attention?

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STOP: What am I doing now that I should stop doing all together?

Ideas here might be:

- Where do you feel you are spinning your wheels?
- Delegation: Just because YOU stop doing it doesn't mean it stops getting done.
- What are you doing that is just not getting good results?

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