

# Fairview

## Start, Stop, Continue Worksheet Talent Retention

### Purpose

This template is designed for leaders to collect feedback from their team members and identify actions to help better serve their team and organization. Gathering regular feedback from your team members on what to start, stop, and continue doing supports a culture of trust, accountability, and continuous improvement.

### When to Use this Template

Yearly or after a project is completed.

### How to Use this Template

Use this template to gather feedback from a single team member or from your entire team.

- **Schedule.** Schedule your discussion, making sure to share your “why”. Why are you asking for feedback? What are you hoping to achieve with this discussion?
- **Share.** When you start your discussion reiterate your “why”.
- **Lead.** Ask team member(s) for their feedback on what you could start, stop, and continue doing and why. Add their feedback to the corresponding cell on the template.
- **Reflect.** Identify actions you will take to address their feedback. Add your actions to the corresponding cell on the template.

Team Member Names: \_\_\_\_\_ Date: \_\_\_\_\_

### Start - What actions and behaviors should I start practicing and why?

Feedback	Actions I will take
•	•

### Stop - What actions and behaviors should I stop doing and why?

Feedback	Actions I will take
•	•

### Continue - What actions and behaviors should I continue doing and why?

Feedback	Actions I will take
•	•