

Stop, Start, Continue

A simple exercise to solicit feedback from your team

It can be challenging for a leader to get constructive feedback from team members. This simple activity has proven to be an effective method. Use it to discover what individuals would like you to *stop* doing, *start* doing, or *continue* doing.

Here are the basic directions, if you would like to give it a try:

- Meet with your team to introduce the activity and its purpose. Remind them that feedback is an important part of growth. Because you are their team leader, feedback directly from them is very important to you. Stress that this activity is for *your* development and their help is needed and appreciated.
- You can receive the feedback via email, survey, electronic form or good old-fashioned paper. How you gather the responses is up to you. The next page is a template you can use as is or as the basis of another method.
- Be sure to assign a due date.
- After you have the completed forms (or electronic responses) back, take time to review. You will likely see some trends for each box. Take a little time for reflection and personal assessment.
 - Is there a behavior that you should stop doing, or at least change your approach to?
 - Are there some good suggestions you can start doing?
 - Is there an attaboy/attagirl among the things you should continue to do?
- Remember, this is feedback you asked for. It is commentary at one particular moment in time. Don't get upset by it. Don't challenge it. Don't rest on any laurels. *Simply accept it for what it is and make constructive use of it.*
- At your next team meeting, share summary results of the exercise. Again, be sure to thank your team for their assistance. Let them know what changes you are committing to. Ask them to hold you accountable. Tell them what surprised you the most. Have some fun with this, too!

Simple? Yes. Meaningful? Very, for both you and your team.

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In the spaces below, please list one behavior you would like me to stop doing (red light), one thing you wish I would start doing (green light) and one thing I should continue doing (yellow light).

Red Light – Please STOP:
Green Light – Please START:
Yellow Light – Please CONTINUE:

Please submit by _____.

Thank you for the feedback! I will share the results with you in the near future.

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