

# Start - stop

# - continue,

# learn!

🕒 Time required: 5 – 20 min

✂️ Material required: pen

👤 Facilitators: —

Start, Stop, Continue should be used **after each facilitated meeting**. It is a method that will help you to regularly reflect on your own learnings and observations, improve various tools, methods or activities and create a list of concrete actions for improvement.

The material is yours to use either alone, with your co-facilitator or even with the client.

Don't forget that **every facilitation process is different**, and each tool can be changed according to your context. Analysis and introspection can help you to understand better the small and sometimes **invisible forces** influencing your sessions.

# Preparation

## **BREATHE IN & BREATHE OUT**

Be sure your mind is calmed down after the meeting. Ensure you have a few minutes to unwind. This will help you to avoid unnecessary biases that influence your observations.

## **REMEMBER**

In quiet (and closed eyes), go through the whole meeting. Try to remember when you felt the meeting was going smoothly, and when not, what were the unexpected interventions you had to make, what were you missing, what was the mood in the room, and how does it change over time.

# Execution

Start to fill in columns START, STOP, CONTINUE (in no specific order). Write down concrete and particular observations and solutions. According to your experience and specific examples from the meeting:

- 1 START - What should you start doing?  
What are the things that would positively impact the method/meeting/tool that aren't already implemented?
- 2 STOP - What should you stop doing?  
Things within method/meeting/tool that aren't helping you to achieve your facilitation goals and should be stopped.
- 3 CONTINUE - What should you keep doing?  
Things that already worked well (even from the previous iteration) and you should continue doing/using it to ensure future success.

# Evaluation

The background features three large, solid yellow circles of varying sizes. One is in the top right, one is in the bottom left, and one is in the bottom right. They are arranged in a triangular pattern.

## LEARN

Write your ideas down, and regularly get back to them. Test your assumptions and iterate. Don't be afraid to ask others for feedback as well.

# Tips and tricks

- You can use this method as a facilitation tool as well. It works well as a closure for decision-making processes or a participants feedback tool for the workshop itself.
- Be concrete and specific!
- Analyse each tool separately, but always think about the flow and underlying connections between all of the methods you use during the facilitation.

## References

⇒ Miro online template  
and instructions

Start

What should the team start doing?

Stop

What should the team stop doing?

Continue

What should the team continue doing?