

A SCHOOL STAFF EXERCISE

START STOP CONTINUE

As a school leader, it's key to encourage open communication for effective leadership and positive school vibes!

The 'start, stop, and continue' exercise is like having a backstage pass to your school dynamics! It will help you celebrate little wins, lean in to great practices, and tackle issues before they become big! Best of all, it involves your whole team in the decision.

Our guide is packed with tips and tricks to make using this strategy with your staff a breeze.

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What is it?

Start, stop, continue is a proven and effective strategy that companies and teams employ to gather feedback from their employees. It provides a safe environment for employees to brainstorm ideas that benefit the entire staff.

The whole idea here is to keep it SIMPLE! You'll ask your teams: **"What's one thing you think we should START, STOP, and CONTINUE?"** And all ideas are welcome.

Then, choose one or two ideas and communicate the decision to your teams! This will involve everyone in the decision and cultivate a school culture of excellence and growth.

Use our guide at your next staff meeting to get started!



What's in here:

How to do it

Questions to ask your staff

Free printable template



How to Guide

Here are a few reminders before you introduce Start, Stop, Continue to your staff!

1. Start with a conversation

Talk to your team about wanting to get feedback about simple things we can do in our building to improve. To do so, we're looking for input on things we want to "start, stop, and continue!"

2. Use our template to create cards

Keep it easy for everyone to record their thoughts and ideas. Make three kinds of cards (maybe on 3 different colors!) with simple questions like "What's one thing we should START doing?"

3. Collect team input

Ask your team to fill out a card for each of START, STOP, and CONTINUE. Collect all of the cards anonymously - we suggest putting an envelope on your door!

4. Communicate the decision

This exercise is a great way to get feedback from your staff and turn it into action for your building. Be sure to let them know that their feedback made a difference!



Start

**"One thing I'd like us to try is _____
because _____."**

This is an awesome way to bring about some new ideas for your building! Remember, you don't have to make it a permanent initiative -- just try it out!

If you need a little help getting the conversation going, brainstorm ideas with one of these:

- * What can we start doing to reach our goals as a staff?
- * Are there things worth trying to yield better results for our students and families?
- * What strengths do we have that we are not currently using to our advantage?
- * What can your team do to encourage your students?
- * Are there new skills that need to be taught to benefit you as an educator?



Stop

“Instead of _____, I think our team should try _____.”

This question can feel the most intimidating, but don't stress! Sometimes, the things we should "stop" are just things that have run their course, or just need a little change! Keep things positive and chill during these talks—keep in mind that change is a good thing!

Tips & Tricks

- * Don't take it personally! It's a gift to your staff to make them feel safe telling you something that could go.
- * You don't have to do everything suggested.
- * There may be perfectly good reasons you're NOT going to stop doing something. This is a great opportunity to educate your team on WHY you do something important.
- * You can add things to the list too! Think about the things you'd like to consider letting go.



Continue

**"I think we should continue doing _____ ,
because _____."**

Encourage everyone to cheer for the little (or big) wins your building achieves daily, creating a positive impact for your students, families, and staff!

Let's celebrate!

Here are some great ways to celebrate the things your staff wants to continue!

- * Give credit! For little wins, give credit to the staff member whose idea it was!
- * Write thank-you notes! If one team member organizes an event that everyone loves, make sure to thank them personally. It will mean a lot.
- * Communicate the wins! Let your families know about the things your school is doing that are awesome!
- * Take a moment to acknowledge the win for yourself! School leaders don't give themselves much credit. Take a moment to be proud.

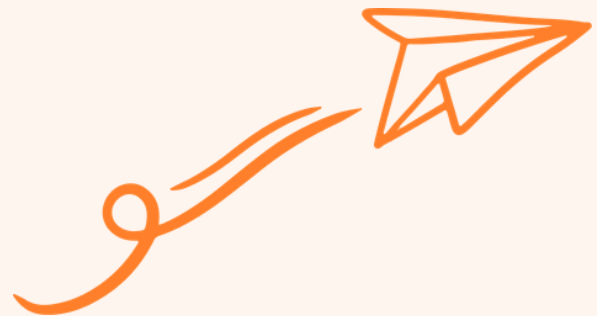


Use our template...

Print out the template or cards for your upcoming staff meeting. Briefly explain the strategy, give time for completion (or set a deadline—use our included poster to show where to submit their cards), and encourage honesty.

Applying this strategy benefits both you as a school leader and your educators. By working together, you'll foster a culture of excellence and growth within your school.

Encourage your educators to [try this activity](#) with their class!



Editable Template

Here's an **editable template** if you'd like to modify our designs to better fit your team!

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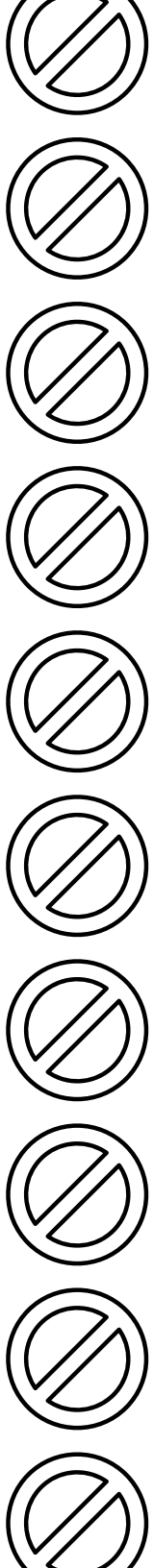
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START

What is something we should try moving forward?



STOP

What is something that isn't helping and could be dropped?



CONTINUE

What is working well that we should keep doing?



START, STOP CONTINUE

Name:

Start: What is something we should try moving forward?

Stop: What is something that isn't helping and could be dropped?

Continue: What is working well that we should keep doing?



START, STOP CONTINUE

Name:

Start: What is something we should try moving forward?

Stop: What is something that isn't helping and could be dropped?

Continue: What is working well that we should keep doing?

NAME:

What is something we should try moving forward?

What is something that isn't helping and could be dropped?

What is working well that we should keep doing? _____

NAME:

What is something we should try moving forward?

What is something that isn't helping and could be dropped?

What is working well that we should keep doing? _____

NAME:

One thing I'd like us to try is

because

Instead of

I think our team should try

I think we should continue doing

because

NAME:

One thing I'd like us to try is

because _____

Instead of _____

I think our team should try

I think we should continue doing

because _____

NAME:

One thing I'd like us to try is

because _____

Instead of _____

I think our team should try

I think we should continue doing

because _____



START

One thing I'd like us to try is



because



START

One thing I'd like us to try is



because



START

One thing I'd like us to try is



because



START

One thing I'd like us to try is



because





STOP

Instead of



I think our team should try



STOP

Instead of



I think our team should try



STOP

Instead of



I think our team should try



STOP

Instead of



I think our team should try





CONTINUE



I think we should continue doing

because



CONTINUE



I think we should continue doing

because



CONTINUE



I think we should continue doing

because




CONTINUE



I think we should continue doing

because





START, STOP, CONTINUE!

Add your responses here.

Thank you - your input
makes a difference!



WE'RE SO GLAD YOU'RE HERE!

Thanks for downloading this resource—at [Alpaca](#), we're on a mission to **make school the happiest place to work**.



Tried an activity?

Send a photo or a staff testimonial to [our team](#), and we'll send you a coffee on us!



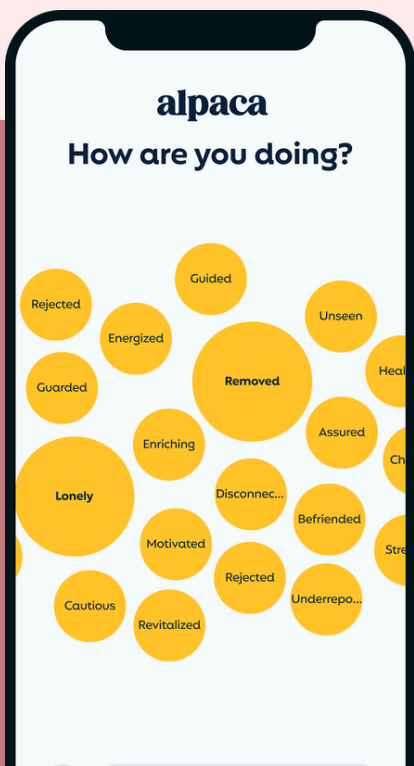
Got an idea brewing?

We love co-creating with school leaders—[drop us a line](#) with any resource ideas you'd love to see next.



Explore more!

Check out our [full resource library](#) for creative, ready-to-use tools to support you and your team.



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