Handout 1: Action Points Sheet

Guidance for using this tool

- **STOP** – Identify those things you should stop doing as they add little or no value to those you support or manage.
- **START** - Identify those things that, if started, would have a positive effect on those you support or manage
- **CHANGE/CONTINUE** - Identify those things that you do satisfactorily, consider if there are improvements that could enable you to better support or manage others

STOP
START
CHANGE/CONTINUE