“Start. Stop. Keep.” exercise

When it comes to getting organized, setting goals is important. Use this form to identify three things - something you want to START doing, something you need to STOP doing and something you want to KEEP doing. Be sure to assign a date when you plan on completing these items.

Start: ___________________________________________________
_________________________________________________________

Stop: ___________________________________________________
_________________________________________________________

Keep: ___________________________________________________
_________________________________________________________

Date: _______________________________