

My Agility Reset

Keep this page. Use Stop-Start-Continue anytime priorities shift — and capture your own plan in the blanks.

1 STOP



Name what to stop.

What is no longer helping right now?

I WILL STOP:

2 START



Name what to start.

Ideas: a new step · clearer priority · quick check-in · fresh routine

I WILL START:

3 CONTINUE



Name what to continue.

Protect what is still working through the change.

I WILL CONTINUE:

BEFORE YOU FINALIZE A STOP OR START: Spot who's affected — will it touch someone else's process or flow? If so, involve them in the decision.

MY COMMITMENT THIS WEEK One Stop, Start, or Continue change I'll make to a team process this week:

Remember: Agility is a series of small, deliberate adjustments — not one big pivot.

My Agility Reset — Worked Example #1

Here is how one leader filled it in — and who they looped in before making each change to a team process.

1 STOP

Name what to stop.

What is no longer helping right now?

I WILL STOP:

Daily status meeting — looped in Maria, who runs it, before cutting it to a short written update.

2 START

Name what to start.

Ideas: a new step · clearer priority · quick check-in · fresh routine

I WILL START:

A shared priorities board — brought in Devon from the partner team first, since it touches their handoffs.

3 CONTINUE

Name what to continue.

Protect what is still working through the change.

I WILL CONTINUE:

Friday wins recap — the team asked to keep it, so I confirmed with them and protected the slot.

BEFORE YOU FINALIZE A STOP OR START: Spot who's affected — will it touch someone else's process or flow? If so, involve them in the decision.

MY COMMITMENT THIS WEEK One Stop, Start, or Continue change I'll make to a team process this week:

This week I'll swap the daily status meeting for a two-line written update — after checking with Maria and Devon, the two people it affects most.

Remember: Agility is a series of small, deliberate adjustments — not one big pivot.

My Agility Reset — Worked Example #2

Here is how one leader filled it in. Use these as a starting point, then make each line your own — the blank worksheet is on the previous page.

1 STOP

Name what to stop.

What is no longer helping right now?

I WILL STOP:

The daily status meeting — it has become a 30-minute update no one really needs.

2 START

Name what to start.

What is needed now that the situation has changed?

I WILL START:

A shared priorities board so the team can see the top three things that matter this week.

3 CONTINUE

Name what to continue.

Protect what is still working through the change.

I WILL CONTINUE:

The Friday wins recap — it lifts morale and surfaces blockers early.

BEFORE YOU FINALIZE A STOP OR START: *Spot who's affected — will it touch someone else's process or flow? If so, involve them in the decision.*

MY COMMITMENT THIS WEEK *One Stop, Start, or Continue change I'll make to a team process this week:*

This week I'll swap our daily status meeting for a two-line written update — and protect the Friday wins recap.

Tip: *These are sample answers — yours will look different. Pick changes you can actually make this week.*

Stuck? Strategies to Stop, Start, or Continue

No single answer is “right.” Scan these and pick one small change you’ll actually make when priorities shift.

STOP *what adds drag*



- Meetings with no clear decision or owner
- Status updates that could be a short message
- Reports nobody reads or acts on
- Saying yes to every request by default
- Polishing work that only needs to be good enough
- Rework caused by unclear priorities

START *what's needed now*



- A visible list of the team's top three priorities
- A quick weekly check-in on what changed
- Protected focus time before meetings
- Asking “what does done look like?” up front
- A simple decision log so choices stick
- Rotating who runs the huddle

CONTINUE *what's working*



- Rituals that keep the team connected
- Clear handoffs that prevent dropped balls
- Recognizing wins, however small
- Focus blocks that already work
- Open channels for raising blockers early
- Practices the team asks to keep

Remember: *Change one thing this week, then revisit next week — agility is a series of small, deliberate adjustments.*