



# Simple Retrospective

## When to use:

Anytime the teams needs to evaluate how things are going and look for improvement opportunities. This can be during a milestone toll gate, a project closure, a strategy refresh or a product portfolio review.

## What you need:

*Flip-chart/pens/sticky notes or digital workspace (e.g. Google Docs or Mural)*

## Instructions:

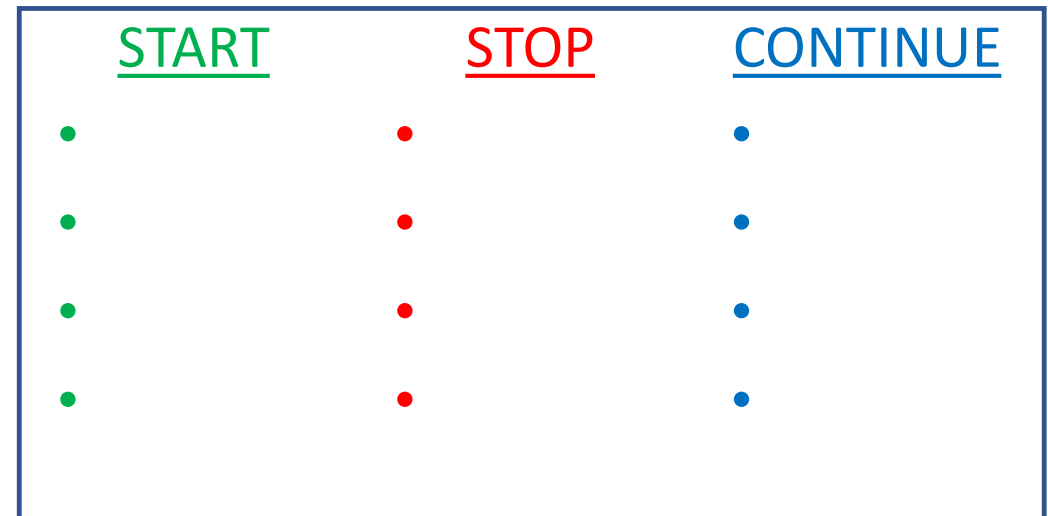
Facilitator puts the categories on the board. Each participant considers the team in relation to them. They write one thought per note/comment and place as many items in each category as they want:

*Start*- Things the team is not doing now to begin

*Stop* – Things the team is doing now to quit

*Continue* – Things the team is doing now to keep doing\*

The team reviews the completed list, groups together similar inputs and agrees on which items to act.



*\*Alternatively, categories can be 4L: **Liked, Learned, Lacked** (to do better) & **Longed For** (what was desired that was not available)*