

Keep – Drop – Change

Short description	Keep – Drop – Change, also called Stop – Start – Change, is an exercise to evaluate which activities or results of a process are worth keeping, what needs to be improved and what can be rejected.
Objectives	<ul style="list-style-type: none"> • Identify which elements of a process, activities or measures work well • Identify potential for changes, either improvement or discontinuation of activities or measures
Duration	15 – 30 minutes
Social form	Individual reflections combined with a discussion in plenary
Materials and organisation	Wall space with three large sheets of paper or a board with a three-column table, sticky notes, pens
Preparation	<p>Prepare three large sheets of paper or a board with a three-column table labelled with Keep – Drop – Change with the participants</p> <p>Share sticky notes and pens with the participants.</p>

Step-by-step description

	<ol style="list-style-type: none"> 1. Each group member reflects on the questions <ul style="list-style-type: none"> ○ What works well, what do we want to keep? ○ What approaches need optimisation? ○ What did not work? What does not help achieving our goals? 2. Participants note each thought on a different sticky note. 3. After the time for self-reflection is over, participants stick each note to the respective field. 4. The facilitator presents all sticky notes, and in a plenary discussion participants agree for each note which category it belongs to.
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