**Action Planning**

*Guidance*

Throughout the afternoon, use this sheet to record anything which you think your Trustee Board should:

* **STOP**- things you should try to stop doing in order to improve how your Trustee Board operates
* **START**- things that if started would have a positive effect on how your Trustee Board operates
* **CHANGE**- things that you do that are carried out reasonably well, but if changed would allow your Trustee Boards to operate better

In addition, please record any **questions** or relevant **issues** which you think of, either to raise during the afternoon or to discuss with your Trustee Board

|  |  |
| --- | --- |
| **STOP** | **QUESTIONS / ISSUES** |
| **START**  |
| **CHANGE**  |