

# Stop-doing list

Five items to transfer in writing, with names and dates. If it is faster to do it yourself, you are training the team to wait.

| LEADER              | WEEK OF |
|---------------------|---------|
| WORK I STILL FINISH |         |
| WHO TAKES IT        |         |
| SUPPORT I WILL GIVE |         |
| DATE TRANSFERRED    |         |
| DONE                |         |
| 1.                  |         |
| 2.                  |         |
| 3.                  |         |
| 4.                  |         |
| 5.                  |         |

## The two I will not take back

Write the sentence you will say when someone tries to return the work.

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## What I will do with the recovered hours

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