Next Steps Guide:
Using Stop & Think on Microsoft Teams

Congratulations on installing Stop & Think on Microsoft Teams! This powerful tool is designed to enhance your team's decision-making, improve collaboration, and drive better communication. Here's a step-by-step guide to help your team make the most of Stop & Think:

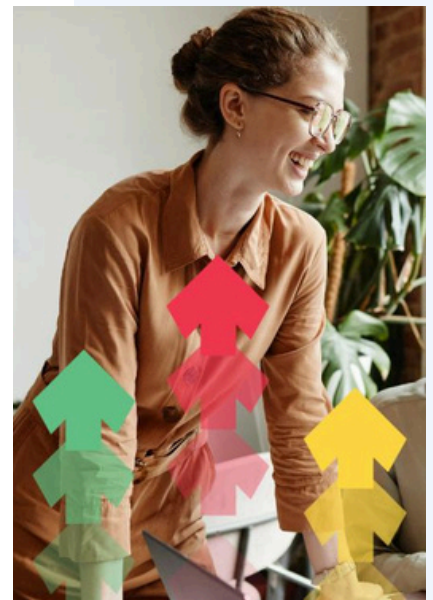### Step 1: Familiarize Your Team with Stop & Think

- **Host an Introduction Session:** Schedule a brief team meeting to introduce Stop & Think, explain its value, and demonstrate how it works within Microsoft Teams.
- **Share Resources:** Distribute training materials provided to ensure everyone understands its value and functionality.

Step 2: Integrate Stop & Think into Team Processes

- **Daily Standups:** Use Stop & Think prompts to guide quick, focused discussions during daily standups.
- **Decision-Making Meetings:** Encourage team members to use the app before meetings to align their thinking styles and approach decisions collaboratively.
- **Project Kickoffs:** As new projects begin, Leverage Stop & Think tools to identify strengths and potential blind spots in team dynamics.

Step 3: Customize App for Your Team's Needs

- **Create Templates:** Use or customize templates for common scenarios like brainstorming, problem-solving, or conflict resolution.
- **Assign Roles:** Designate a team champion or facilitator to ensure consistent and effective use of the tool.

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Step 4: Encourage Consistent Usage

- **Incorporate into Workflows:** Embed Stop & Think into existing processes, such as performance reviews, one-on-ones, or quarterly planning sessions.
- **Send Nudges:** Either in a message through MS teams or in emails, send quick reminders to use the tool. Habits take time to form, so support teammates in taking advantage of Stop & Think.
- **Highlight the Value:** Share examples of how Stop & Think has positively impacted outcomes to reinforce its value.

Step 5: Gather Feedback and Optimize

- **Collect Insights:** Regularly ask team members for feedback on their experience using Stop & Think. What works well? What could improve?
- **Track Progress:** Monitor how often the tool is used and its impact on team collaboration and decision-making.
- **Adjust as Needed:** Refine your approach based on feedback and insights to ensure Stop & Think continues to meet your team's needs.

Step 6: Expand Usage Across the Organization

- **Train Other Teams:** Share your successes and best practices with other teams to encourage broader adoption.
- **Integrate with Whole Brain® Thinking:** Use Stop & Think as part of a larger strategy to embed Whole Brain® Thinking across the organization.