

STOPLIGHT REPORT

Note: The stoplight report is a way to communicate in writing how the ideas/concerns harvested in rounding are dealt with. It is excellent to post on communication boards. Green Light items are things that have been addressed and are complete. Yellow Light items are things in progress. Red Light items are those issues or ideas that cannot be done with the reason why.

As you create your report, consider:

- Format the report in a way that is meaningful to you and your direct reports.
- This report reflects you and should be neat and orderly.
- These are an important way to communicate with your direct reports. Make sure each item is understandable to someone who might read it "cold."
- Keep your fonts the same style and size.
- Provide enough information so the reader can understand.

Department/Unit/Clinic:	Date:

GREEN/COMPLETE	YELLOW/WORK IN PROGRESS	RED/CAN'T COMPLETE AT THIS TIME AND HERE'S WHY