



FREE Resources for  
Workplace Learning Professionals

AND ASSOCIATES INC. We Make Training **Stick!**

**1-888-35-STICK**

**CLOSERS**

## **Use it or Lose It Checklist**

Summarize the key learning points and other aspects of the training. Ask participants to consider which parts of the learning will be most useful to them and most important for them to use. Then ask them to write 5-7 things that they will do as soon as they return to work, to begin using what they have learned. This form (link) may be helpful.

Keep a copy of the completed form and send it to participants one week after the end of training.

See next page for a checklist template.

***See More FREE STUFF for Trainers at [www.maketrainingstick.com](http://www.maketrainingstick.com)***

# Use it or Lose It Checklist



I recognize that I need to use the skills and information I have just learned in training or I will lose it/them. Therefore I am listing below specifically what I will do AS SOON AS I RETURN TO MY JOB:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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