

# CHECK-IN QUESTIONS



Checking-in is an intentional practice for a team to open a meeting or session. Each participant shares what they are bringing to the table before the work conversation starts — one at a time. When everyone can remove distractions, it's easier to focus on getting the job done. Checking-in increases self-awareness and brings clarity about where everyone stands. It intentionally reminds team members of the commitment to work together.

**Adjust the time to fit your meeting** - Check-ins can be adjusted to fit the time and group size by adding time or word modifiers. I.e. in 5 words share... in 1 sentence share... in 1 minute share... can be added to any of the below.

## Check-in with your colleagues

- How you are right now?
- What kind of a day have you had so far today?
- What is your weather status (cloudy, foggy, sunny breaks, etc)?
- What words would you use to describe where your head is? And where your heart is?

## Learn about your colleagues

- If you could pick up a certain skill instantly, what would it be?
- What is one interest of yours that others in this group might not know about?
- If you could have dinner with anyone, past or present, who would you pick?
- Tell us something about yourself that no one would know about you.
- If you could have any superpower, what would it be?
- If you could choose only one place to go on vacation for the rest of your life, where would it be?
- What's a skill you learned when you were young that you still use today?

## Learn what brings your colleagues up

- What's one thing that brings you energy and joy?
- What is something you came across recently that gave you hope or inspiration?
- Share an experience in the last two weeks that inspired you.
- What is a small work-related win you had in the past month?

## Focus attention on the task at hand

- Share your intention for today's meeting/conversation.
- Why did you accept the invitation to join this gathering?
- What's become apparent since we last met?
- What are you noticing in your environment that relates to this project?
- How has the last gathering impacted you and your work?
- What makes you tremble as you look ahead at the project ahead of us? What worries or fears are bubbling up in you?
- If you could invite someone you respect to sit beside you and support you in making this meeting successful, who would that be?
- What's one thing you hope to get accomplished at today's meeting?
- Given our work so far, what do you feel best about?

## Deep-dive questions

- What talent or potential do you have that is not fully realized at your current job?
- What single activity at work, if you could do it every day, would most increase your appreciation of and success at your current job?
- What's something you believed earlier in your career but think about differently now?
- Is there a certain person that has inspired your work?
- What's your proudest accomplishment?
- What's the most valuable piece of career advice you've been given?

## Pandemic Check-in Questions

In light of the pandemic, use different questions that allow people to reflect on how things have changed and focus on coping techniques. Here are a few:

- What is the one thing you are secretly pleased that you don't have to do now that you are social distancing?
- Who am I checking in on or connecting within my network today or regularly?
- What expectations of normal are you letting go of?
- What is a small blessing in this horrible situation?
- What is the most humorous COVID meme you saw in the last week?
- What item did you find on the grocery store shelf or was out that made you smile or laugh?



To talk more about facilitation at your company, reach out to [travis@humanfirstworks.com](mailto:travis@humanfirstworks.com) or [rebecca@humanfirstworks.com](mailto:rebecca@humanfirstworks.com)