

Questions for Leading a Check-in

How to Promote Well-being, Connection, and Build High-Performing Teams

"Live with Purpose. Lead with Heart."

Using prompts to check-in during meetings, team huddles, hand-offs, etc. is a simple way to help each other reconnect to purpose, be more present and focused, connect to each other, and be more engaged at work. Check-ins also create time and space to process events and experiences in a caring, supportive, and healthy way.

How to Lead a Check-in

For Smaller Groups (Under 14 People):

Have every person check-in one by one. This tends to work well if the group is smaller than 14 people or if you have ample time to check-in.

For Larger Groups (15+ People):

Have the group break up into pairs or groups of 3-4 people and converse for 5-10 minutes. When the whole group comes back together, you can:

- Request for a few people to share
- Ask for highlights from each group
- Ask what it was like to connect this way for a few minutes

Facilitation Tips:

- Note the context of the situation and the general mood of the room
- Consider what kind of experience you want the group to have (fun, reflective, inspired, grateful)
- Set clear parameters: "In one or two words..." or "Taking a couple of minutes each..."

Script for Introducing a Check-in

"Let's do a check-in. The prompt for today is _____ (choose from the list below). Everyone pause for a moment to think of your response and what you would want to share with each other."

Sample Check-in Questions

- 1 What is a high and a low from the day?
- 2 Give a shout out to yourself and a shout out to someone on the team.
- 3 What is one thing that went well yesterday?
- 4 What is one thing that you are grateful for right now?
- 5 What is one thing that you are looking forward to right now?
- 6 What is one thing you are going to do for yourself today?
- 7 What is something you are going to remind yourself during the day?
- 8 What is one thing you need help with?
- 9 What is one thing you are looking forward to?
- 10 What is one thing that is currently giving you hope?

Implementation Challenge

This Week: Choose 2-3 questions from the list above and try leading check-ins with your team or in your meetings.

Reflection: Which questions generated the most meaningful responses? How did the check-ins change the energy or connection in the room?

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