

CHECK-IN CONVERSATION – QUICK GUIDE

**BUILD TRUST, RHYTHM, AND ALIGNMENT THROUGH
CONSISTENT REFLECTION.**

Purpose

Embed a regular habit of celebration, reflection, and planning.
Strengthen connection and ownership with your team.

Timeframe

20 minutes —
team member-led

The 5-Part Check-In Flow

CELEBRATION

“What are you proud of?”

→ SHARE 2–3 RECENT WORK-RELATED WINS
OR ACHIEVEMENTS.

REFLECTION

“What did you learn or would do differently?”

→ ONE LESSON OR INSIGHT FROM LAST
WEEK’S WORK.

REVIEW

“What were your top priorities last week?”

→ RECAP YOUR TOP 3–5 PRIORITIES. TICK OFF
ACHIEVED OR NOTE INCOMPLETE.

PLANNING

“What are your top priorities this week?”

→ LIST 3–5 GOALS. MARK NEW OR CARRIED
OVER. FLAG RISKS/CHALLENGES.

THIS WEEK

“What support do you need from me or elsewhere?”

→ BE SPECIFIC: TOOLS, FEEDBACK, DECISIONS,
CAPACITY, ETC.

KEYS TO A GREAT CHECK-IN

- ✓ Regular – weekly or fortnightly rhythm
- ✓ Short – 20 minutes max
- ✓ Prepared – complete the form before the meeting
- ✓ Team member-led – they own the conversation
- ✓ Human-first – not a performance review
- ✓ Repeatable – stick to the five core sections

💬 Closer prompt:

"What's one small shift you'll take away from today's check-in?"

THINGS TO WATCH FOR

SO YOUR CHECK-IN STAYS HUMAN & HELPFUL

Talking more than listening

- If you're speaking more than 20% of the time, you may be directing instead of supporting.

Focusing only on tasks, not the person

- Make space for wins, mindset, and reflection — not just deliverables.

Skiping the celebration

- Recognition isn't fluffy — it builds motivation and trust.

Turning it into performance management

- This is a rhythm of support, not assessment. Keep it developmental, not evaluative.

Problem-solving too quickly

- Stay curious. Ask before offering fixes.

