



Check-In Prompts

Weekly/Monthly Check-In prompts:

These check-in's are an opportunity to build relationship and trust. It's a time for reflection, connection, learning and discovery. It's a time to see what's working, what's not working, successes and learning opportunities. It's the time to talk about vision and goals and support needed to reach them. It's the opportunity to see if there is alignment or misalignment and to recalibrate accordingly.

- What's on your mind right now?
- How have you arrived? (to this meeting, to this week)
- What sort of day/week are you/did you have?
- What are you looking forward to doing this week?
- What are you learning and unlearning?
- How's your partner, the pets?
- What did you let go of or re-prioritize that has lightened your load?
- How have you cared for and nourished yourself this week?
- What has brought you the most joy? The most challenging?
- How can you tend to yourself with more compassion?
- What's one thing you really want/need to know about me?
- What's one thing you really want/need me to know about you? ● What do you need/want from me that you currently aren't receiving/don't have?
- What do you need/want from me to continue doing?
- What do you need/want from me to discontinue doing?
- Is there anything on your heart or mind that you want to share? ● Is there anything that's been nagging you, that you've been meaning to share, holding on to, or felt uncomfortable sharing for whatever reason? ○ What do you need from me to <in response to whatever is shared? ○ What will make it safer for you to share these types of things with me in the future?

Mid Year Check-in Prompts

How has this year been for you so far?

What are you learning and unlearning?

What have you let go of that has lightened your load?

How have you cared for and nourished yourself?



Check-In Prompts

What has brought you the most joy? The most challenge?

What do you want to cultivate in the 2nd half of this year?

How can you tend to yourself with more compassion?

What might support you in connecting with yourself + others?

What tools, resources, or support do you need to accomplish the vision and goals you have created for yourself?

What do you want to add? What do you want to release?

What word or intention do you want to carry into the 2nd half of the year?

End of Year Prompts:

- Looking back:
 - What have been highlights in <insert year> so far? What made these successes possible?
 - What are some takeaways/lessons learned worth remembering?
- Looking ahead: (for self-reflection)
 - Are the goals/vision I set out for myself still relevant? How am I progressing? What do I need?
 - Have priorities changed within this mix?
 - Anything new that needs to get added?
 - Anything that needs to come off?
- Work/project mix:
 - What's something I'm doing that I want to do more of? Why?
 - What's something I'm doing that I want to do less of? Why?
 - What's something I haven't done that I want to/don't want to do?



Check-In Prompts

As a leader it's important you understand what's important to those whom you are leading. What they value, what motivates them. The link to the below Values

Exercise taken from Daring to Lead by Brené Brown, is a useful tool to connect to your team and ensure there is alignment.

Values exercise

- <https://brenebrown.com/resources/dare-to-lead-list-of-values/>
- [Excerpt from Dare To Lead book by Brené Brown:
https://drive.google.com/file/d/1zhPQJeee5LaejSu57RkodgeMIAYZyqIP/view?usp=sharing](https://drive.google.com/file/d/1zhPQJeee5LaejSu57RkodgeMIAYZyqIP/view?usp=sharing)

As a leader your job is to develop and build other/future leaders. Building relationships is key in that development. As a leader your job is to coach and mentor your team and push them to their full potential. This relationship is two-sided. Therefore, the commitment to each other must exist on both sides. Below is an example of how you can build trust and express your commitment to your team.

As your coach, cheerleader and #1 supporter, my commitments to you are:

- Listen to you
- Learn from you
- Make sure you have what you need
- Advocate for you
- Celebrate you
- Be transparent when I screw up - because I will
- Acknowledge what/when I don't know
- Look for ways for you to stretch, learn and grow
- Provide space & opportunity for you to just be