Using Check-in Questions to Promote Well-being

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. Checking-in also creates time and space to process events and experiences in a helpful, adaptive way.

**HOW TO LEAD A CHECK-IN**

1. **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.

2. **Have the group break-up into pairs or groups of 3-4 people and converse for 5-10 minutes.** This works well for groups consisting of 15+ individuals. 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 SUGGESTIONS**

1. **Be sure to note the context of the situation and the general mood of the room.** You want to ensure that your check-in question fits with current circumstances.

2. **Note what kind of experience you want the group to have with the check-in.** Is it time to be silly, inspired, grateful, etc.?

3. **Consider how much time you have for the check-in and what parameters you need to set in order for the group to participate.** For instance, you can use the prompts,
   - “in one or two words...”
   - “In one or two sentences....”
   - “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. Please remember that you do not have to check-in and can simply say “pass” when it’s your turn.

**Sample Check-in Questions**

- What is a high and a low from the day?
- Share one thing that is going on in your life (personal or professional.)
- What is one thing that went well (yesterday, during your shift, etc.)?
- What is one thing that you are grateful for right now?
- What is one thing you are going to do for yourself (during your shift, after you leave, etc.)?
- Give a shout out to yourself and a shout out to someone on the team.
- What is something that you want to remember or remind yourself during your shift/ workday today?
- What is one thing that is currently giving you hope?

Find the complete step-by-step guide online at: accelerate.uofuhealth.utah.edu/explore/wellness