

TEAM HUDDLE

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