








# TOOLBOX: CHECK IN + CHECK OUT

For many of us, meetings occupy the majority of our work day. Meetings have the potential to be powerful levers for sharing and collaboration, but unfortunately they are often disengaging and inefficient. We have found that meetings are a powerful place to change the way we engage and work with each other. We recommend using this simple check in/out process to begin shifting the habits and culture of your meetings.

- Check ins/outs should be led by a facilitator who keeps the sharing flowing.
- During check ins/outs, the team should be seated in a circle for easy eye contact, laptops should be closed, and phones should be down.
- After having a volunteer start, the facilitator should go around the circle asking the team the check in/out question to ensure everyone has a sacred space to share without interruption.
- Each check in/out should be 60 seconds or less. These are meant to be quick and focused.
- The goal of the check out is to encourage everyone to share feedback about the meeting.

To build your comfort facilitating check ins/outs, we recommend using this list of questions to start. The facilitator might model a response to a check in/out question first to demonstrate vulnerability or length of response. Over time, facilitators will want to test out new questions. You can find these online or crowdsource them from your team.

CHECK IN Q'S		CHECK OUT Q'S	
	WHAT IS OCCUPYING YOUR MIND AS WE START THIS MEETING?		WHAT SOUND REPRESENTS HOW YOU ARE FEELING AT THE END OF OUR MEETING?
	ON A SCALE OF 1 TO 5, HOW ARE YOU FEELING COMING INTO THIS MEETING?		ON A SCALE OF 1 TO 5, HOW USEFUL WAS OUR MEETING?
	WHAT COLOR REPRESENTS HOW YOU ARE FEELING RIGHT NOW?		WHAT SONG REPRESENTS HOW YOU ARE FEELING AT THE END OF OUR MEETING?
	WHAT'S BEEN THE HIGH AND LOW POINT OF YOUR DAY/WEEK?		SHARE ONE IDEA SPARKED AND ONE SHIFT YOU WANT TO MAKE TO YOUR PRACTICE.

Looking for more ideas? Visit these websites:

- Check In Questions: [bit.ly/checkinquestions1](http://bit.ly/checkinquestions1)
- Icebreaker Questions: [bit.ly/icebreakerquestions1](http://bit.ly/icebreakerquestions1)
- Circle Way Questions: [bit.ly/checkinquestions2](http://bit.ly/checkinquestions2)