



A simple, consistent way to stay connected with your team members, regardless of where or when they work. Reviewing responses and responding each week gives you a real-time pulse on where people are, before small issues become bigger ones.

### **How to use this template**

Share these questions with your direct reports as a recurring form, email, or shared doc or worksheet (on page 2), whatever fits your team's workflow. A few things that make it work:

- Adapt the questions to your context. The questions on the next page are a starting point. Tailor them to reflect your team's work, goals, or the language you already use in evaluations and feedback.
- Keep it short. Five to six questions are enough. The goal is a quick pulse, not a report.
- Read and respond every week. The practice that makes check-ins meaningful isn't the questions; it's showing employees you're reading what they share. Even a brief acknowledgment signals that their input matters.

**Weekly Check-In with:**

**Date:**

What is something you felt successful in this week? (If helpful, connect this to a team goal or expectation from your evaluation criteria; it builds a useful record over time.)

Did you encounter any challenges this week? With people, processes, or tools?

How are things going outside of work? Anything affecting your bandwidth this week?

Are there any topics you'd like to bring to our next 1:1 or team meeting?

Is there anything I can do to support you in your work right now?

Is there anything else you'd like to share that the questions above didn't cover?