# **Meeting Check-in and Check-out**

**What**:

A check-in is an activity at the start of a meeting that helps meeting members be in the moment and present, can assist with attunement and self-regulation, reminds members about commitment to the expressed intention, can be a positive ritual that helps create predictability, and therefore, safety in the group.

A check-out is an activity at the close of the meeting that can bring closure or convergence to the meeting and provides an opportunity for good reflection.

**How**:

Starts with volunteer and then proceeds around the circle. If member is not ready, the turn is passed and then offered again after everyone has spoken.

**Rules:**

1. Thank members for sharing even if the share was not positive
2. Avoid topics that could be triggering
3. Group Confidentiality

Important Considerations:

* How much time you do you have?
* What’s the group size?
* What kind of relationship do group members have? What is the sense of safety of the group and/or individual members?
* How can the check in connect and support the rest of the agenda and overall purpose of the gathering?
* What kind of tone you want to create? Playful? Serious? Connecting? Learn something new about each other?
* What is the purpose and intention of the work?
* Environmental events that may be impacting the group

Check-in Examples

1. Tell us a story of how you originally came to this work
2. Share your name, how you are connected to this group, and a sentence on why you accepted an invitation to be here
3. Thumbs up, down, or sideways
4. Energy Level: High, medium, low
5. Comfort Level: Comfortable, uncomfortable, or anywhere in between.
6. Recent success you experienced
7. What have you noticed in the past week that gives you hope?
8. What’s up for you, in your life? What’s one new and interesting thing you’ve been thinking about lately?
9. What’s one thing that brings you energy and joy?
10. What kind of a day have you had so far today?
11. What is your personal weather status (cloudy, foggy, sunny breaks etc)?
12. What’s one thing that you’re proud of that you’d like to share with the group?
13. Why did you accept the invitation to join this gathering?
14. What are you seeking to learn and contribute?
15. What’s become apparent since we last met?
16. What question is being asked of you (or through you) right now?
17. What words would you use to describe where your head is? And where your heart is?
18. What are you noticing in your environment that relates to this project?
19. What are you willing to set aside to be present with this conversation?
20. How are you arriving today? Happening inside and outside themselves at the moment to acknowledge before we begin?
21. How has the last gathering impacted you and your work?
22. What is the crossroads where you find yourself at this stage of your life or work or in the project around which we are assembled?
23. Why are you here?
24. (For a group that has been working together for a while, preparing for an event) What makes you tremble as you look ahead at the event? What worries or fears are bubbling up in you?
25. What led you to accept the invitation?
26. What would it take for you to be fully present in this room?
27. If you could invite someone you respect to sit beside you and support you in making this meeting successful, whom would that be?
28. What’s one thing you hope to get accomplished at today’s meeting?
29. What is one interest of yours that others in this group might not know about?
30. What task or concern would you like to set aside so that you can fully concentrate on our work today?
31. What is a recent success you’ve experienced?
32. What aspect of your job brings you the most satisfaction?
33. Given our work so far, what do you feel best about?
34. What do you like best about \_\_\_\_\_\_\_\_\_\_\_\_ (weekends, vacation, the current season, etc.)
35. Each share why we are interested in being part of this core team and what we hope to learn or benefit from being a part of it?
36. Share a one or two-word intention you hold for today’s meeting.
37. What is something you came across recently that gave you hope or inspiration?
38. Say a few words on how you are arriving today-what you might need to speak to be able to release and be present today.
39. 1-3 current emotions you are feeling right now

Check-out Examples:

1. Where are we personally and/or collectively?
2. What is alive and present in the room?
3. Is there anything we need to be paying attention to as we revisit our design for what’s next?
4. What is resonating for people?
5. Are we in a groan zone?
6. Are we eager and excited for what’s next?
7. What is shifting for you because of your experiences today?
8. What spark are you carrying forward?
9. What one thing has your attention?
10. Curious about what’s percolating for you?
11. Curious about what’s settling with you?