

LEADERSHIP WEEKLY CHECK-IN GUIDE

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- STEP 1: SET A CONSISTENT TIME
 - SCHEDULE A WEEKLY 30-MINUTE CHECK-IN (SAME DAY/TIME EACH WEEK) TO BUILD ROUTINE AND ACCOUNTABILITY.
- STEP 2: USE THE CHECK-IN STRUCTURE
 - WINS & PROGRESS (5 MIN)
 - WHAT WENT WELL THIS WEEK?
 - ANY TEAM OR PERSONAL WINS?
 - CHALLENGES & ROADBLOCKS (10 MIN)
 - WHAT CHALLENGES ARE YOU FACING?
 - WHAT DO YOU NEED SUPPORT WITH?
 - PRIORITIES FOR NEXT WEEK (10 MIN)
 - WHAT ARE THE TOP 3 PRIORITIES?
 - WHAT NEEDS TO BE COMPLETED BEFORE THE NEXT CHECK-IN?
 - FEEDBACK & GROWTH (5 MIN)
 - WHAT'S ONE THING WE CAN IMPROVE AS A TEAM?
 - WHAT'S ONE THING YOU NEED FROM ME AS A LEADER?
- STEP 3: FOLLOW UP & TAKE ACTION
 - DOCUMENT ACTION STEPS AND ASSIGN CLEAR NEXT STEPS FOR ACCOUNTABILITY.
 - CHECK IN MID-WEEK VIA EMAIL OR MESSAGE TO KEEP MOMENTUM GOING.

PRO TIP: LEAD BY EXAMPLE. IF YOU SHOW UP ENGAGED, MOTIVATED, AND GROWTH-FOCUSED, YOUR TEAM WILL FOLLOW!