



# Check-ins with Direct Reports

Without regular check-ins, we all have a tendency to check out.

Purpose	Topic	Question	Responses
What did you do?	Tasks	What projects and duties did you work on throughout this week?	
	Tasks	What brought you the greatest satisfaction in the past week?	
Why did you do it?	Goals	How did you progress towards meeting your goals?	
	Goals	What evidence do you have to show that progress?	
	Goals	When do you think you will meet those goals? Has the timeline stayed the same, advanced, or been delayed?	
Where did you grow and learn?	Growth	Where did you run into obstacles, and how did you overcome them?	
	Growth	Which lesson learned was the most valuable for you to have?	
How can I help you continue to develop?	Support	Who provided valuable assistance to you during this time?	
	Support	How can I best help you over the next week or two weeks?	