

UGOOD? Monthly Check-In Template

With:

By:

Date:

Modify the flow/questions of this template as you desire to build relationships and effectively have 1:1 conversations with your team members.

How are YOU?

Know your staff as human beings. Be a human being. Our collaboration flourishes when we connect first as humans.

Goals

What is your progress towards your monthly goal / that topic we discussed last time for you to grow towards?

Obstacles & Challenges

Is anything standing in your way? What can I do to help? What can YOU do?

Opportunities

What new resources, techniques, or tools have worked well since the last time we met? What can you improve in this area before our next meeting?

Decisions/Doing

What decisions did we make just now? What actions will you take before next time? What actions will I take? What are 2 things you will make progress on between now and when we meet next?