

## Check-in & Check-out

### Check-in

#### Generators:

There are a few great online check-in question generators to use. Click on the links below to be inspired by few questions.

If meeting onsite, write a few of them down beforehand to prepare for your session(s).

- Daresay: <https://checkin.daresay.io/>
- Tscheckin: <https://tscheck.in/> (also has a check-out option)
- The Digital Workplace: <https://thedigitalworkplace.com/checkin/>

#### Questions I like:

##### 1 Scale-Questions:

From 1 to 10, how (add feeling or adjective here) do I feel today, and why? Example: From 1 to 10, how energetic do I feel today, and why?

Tip:

- You can either go round in circles,
- have everyone write their number on a piece of paper and then share (especially helpful for a diverse group where not everyone is comfortable to immediately share), or
- have people position themselves in the room (1 is at the front, 10 is at the back – make some in-between scales, too)

You can also close the day by asking the same question again, adding: Why is the number the same or different to before?

##### 2 Either/Or-Questions:

You can print of the either/or categories on pieces of paper and place them in the room. Alternatively: Hand out different colored sticky dots (different color per person or with their names on it) and write the categories on a digital whiteboard or a physical whiteboard.

Ask the group to move from area to area and to place them in either this or that part. Briefly appreciate and enjoy the sight and the potential surprises that come with people putting themselves in one of the fields.

Move from field to field/category to category.

#### Wide range of either or questions:

Going out or staying in?

Train or plane?  
Cook or do the dishes?  
Vacation to do lots of things or a vacation to do nothing?  
Movie theater or streaming service?  
Amusement parks or regular parks?  
Sporting event or concert?  
Online shopping or in person shopping?  
Doing laundry or vacuuming?  
Running or working out at the gym?  
Family reunion or friend reunion?  
Talk on the phone or talk via video conference?  
Go to bed early or stay up late?  
A day out with your family or a day at home to yourself?  
Work from home or work in person?  
Win the lottery or win an election?  
Know how you're going to die (method) or when you're going to die (time)?  
Family by blood or found family?  
Grand gestures or secret acts of kindness?  
Soulmates exist or are soulmates imaginary?  
Live in the same place or travel the world?  
Individual benefit or for the greater good?  
Breakfast or dinner?  
Coffee or tea?  
Dine-in or delivery?  
Chain restaurant or locally-run restaurant?  
Afternoon snack or late night snack?  
Healthy food or junk food?  
Live forever or be remembered forever?  
Explore space or explore the deep ocean?  
Cure all diseases or solve poverty forever?  
Work a low-paid job you love or a high-paid job that's just ok?  
Reunite with an old flame or reunite with your childhood best friend?  
Time travel 20 years in the past or 20 years in the future?

### **3 Getting to know me-Questions:**

For onsite: Print off/write one question on a small piece of paper and hand out a question to every team member. Have them speak and meet at least 3 people (or more, if you time) to ask the other person the question and answer theirs. Have each round go for 1 minute max so that you really are quick in changing partners.

After the rounds, briefly share in the plenary: This is what has surprised me most, and this is what I would answer to my own question.

- If you could learn any language from another country which would you choose?
- What's the most important thing you have on or near your desk right now?
- What's one productivity tool you couldn't live without?
- Are you more productive in the evening or the morning?
- Do you have any routines for improving your energy and focus?
- What is your go-to drink or snack while working?
- What's one thing you wish could be automated about your job?
- Which website do you most often defer to when procrastinating?
- How do you get motivated for difficult tasks?
- What are some strategies that you've found to be helpful in your recent work?
- What's a common slang phrase that's used where you live and what does it mean?
- Would you rather someone took a boring task off your to-do list or invited you to participate in a project of great interest to you?
- Do you listen to music while you're working? If so, what type of music do you most like to listen to?
- What goals are you currently working towards outside of work?
- What's something that puts you in a state of flow?
- If you had a magic button on your desk that could bring you whatever you wanted, what would you summon?
- Do you have a desk mascot? If so, please show it to us and tell us more.
- Which strange position do you most commonly find yourself sitting in?
- Do you have any household pets? If so, introduce us to them!

## Check-out

### 1 Scale Questions:

See Check-in

### 2 Rose, Bud, Thorn:

With regards to this meeting/workshop/session:

What is my rose? Meaning: What was pretty or worked well in my view?

What is my bud? Meaning: What has potential to grow and to evolve?

What is my thorn? Meaning: What did I not like or what disturbed me?

Allow Think & Write for 2 minutes at the beginning so that everyone has time and space to think; then collect the sticky notes one-by-one (and "verbally explained") on the board.



### **3 One key take-away:**

What is one key take-away or learning for you from today's time spent together?

Allow Think & Write for 2 minutes at the beginning so that everyone has time and space to think; then collect the sticky note one-by-one (and "verbally explained") on the board.

### **4 Generator:**

See Tscheckin: <https://tscheck.in/> which also has a check-out option

### **5 What worked well / What would have been even better if:**

Ask the group to think of these two questions when looking back at the time spent together:

What worked well for you?

What would have been even better if....?

Allow Think & Write for 2 minutes at the beginning so that everyone has time and space to think; then collect the sticky notes one-by-one (and "verbally explained") on the board.