

The Three Question Check-in

To keep people engaged and on track

Having effective 1on1s and team meetings is essential to keep people motivated, supported and focused on the right things.

1

What's Working Well?

Purpose

Celebrate progress, reinforce strengths and anchor the conversation in what's going right.

Prompts

- What felt good/energising this week/month?
- What did you deliver that you're proud of?
- What strengths/skills did you utilise?
- What positive feedback did you receive?

2

What's Getting in the Way?

Purpose

Address any roadblocks, confusion, friction or wellbeing issues before they become problems.

Prompts

- What feels hard or unclear?
- Where did you feel stuck or overloaded?
- What slowed you down?
- What boundaries were stretched?

3

What Support or Clarity Do You Need?

Purpose

Ensure they leave with complete confidence and clear priorities.

Prompts

- What clarity do you need about priorities, expectations, or decisions?
- What would make things easier?
- What's one thing I (or the team) can do to support you?

Optional Add Ons:

- **Values check:** "How well are we living our values?"
- **Growth opportunity:** "What's one thing you'd like to learn or get involved with?"
- **Wellbeing pulse:** "How's your capacity right now?"

