

Check-ins

Check-ins create space for self-expression, emotional release, connection, and community. They also give facilitators a chance to tune into where participants are and what needs they may have.

CHECK-IN NAME	INSTRUCTIONS
P.I.E.S	Prompt the group to think about how they are feeling physically, intellectually, emotionally, and spiritually. Facilitators can also swap the spiritual check for social.
Color Moods	Prompt the group to think about a color that reflects their mood and then asks individuals to elaborate. This can be done through visualization or with a physical prop like crayons or color squares.
Peak and Valleys/Roses and Thorns	Prompt group to think about the highest part of their day/week and the lowest.
Fist to Five	Prompt group to shake fists and reveal a number from 0-5 that reflects their mood, how they are feeling, or how their day is going. If conducting on phone or virtually, you can ask participants to verbalize the number. Call on volunteers to share their ratings and why.
Moving Moods	Prompt group to show a movement that reflects how they are feeling. You can give the group the option to share a movement, sound, or word to mix things up. Works great in circles.
Personal Weather Status	Prompt group to share their personal weather status. (cloudy, foggy, sunny with rainshower, sunny breaks, etc) Invite individuals to elaborate.
Head, Body, and Heart	Ask the group the following questions: <ul style="list-style-type: none"> • How is your heart or how does your heart feel? • How is your body or how does your body feel? • How is your mind or how does your mind feel?
If your day/week/life was a book/show/game/movies	Ask the group to think about the following prompt: <ul style="list-style-type: none"> • If your day/week/life was a book/show/game/movie, what would it be? • Invite individuals to elaborate
Top of Mind	Ask the group to reflect on and share what is top of mind for them right now.
Good, Bad, and OMG	Ask the group to share something good, something not so great and an OMG moment. This can be something new, surprising, ridiculous, etc.

***Most of these can be done as drawing, writing, or strictly verbal activities**

Check out

Check-outs help ends a conversation in a way that is grounded, reflective, and empowering. These can be questions, guided meditations, or affirmations.

Check-out questions

- What's one thing that brings you energy and joy? How will you make space for these things this week?
- Share a one or two-word intention you have for your day or week.
- What is something you came across recently that gave you hope or inspiration? How will you keep this in mind..
- Fill in the blank: To protect my peace, I will _____.
- How will you tap into self and community-care today or this week?
- What is one thing within your circle of control that you focus on today or this week?
- What is something that you are grateful for at this moment? How can you infuse a gratitude practice into your week?
- What support do you need moving forward? What would this look like?

Affirmations

- My name is _____ and I am a _____, _____, and _____ human.
- I AM Statements (Can be personal characteristics or states of being)
 - **Characteristics:** I am kind. I am strong. I am resilient
 - **States of Being:** I am grateful. I am focused on what I can control. I breathe in peace and breathe out anxiety
- You can share a series of affirmations for the group to repeat or invite folks to come up with their own affirmations to get through the day or week.

Guided Meditations

- <https://mindfulnessexercis.com/free-guided-meditation-scripts/>
- <https://www.innerhealthstudio.com/meditation-scripts.html>
- <https://www.exploremeditation.com/guided-imagery-scripts/>

Tips for Facilitating Check-ins and Check-outs

- Start by welcoming the group and sharing a purpose for checking in
- Set norms for the check-in. For example:
 - Share within your zone of comfort

- There is no right or wrong way to feel. All emotions and states of being are welcome
- Stay present and listen attentively to one another
- When possible, give different modalities for folks to engage (draw, write, movement, speak)
- Model your response before opening to the group and give ample processing time.
- Acknowledge and thank each person for sharing. Validate and reinforce responses where it makes sense without shifting focus to you or your own examples.
- Summarize what you have heard at the end and thank the group again for sharing.
- Explain that purpose for checking out.

Sample Script-45 minutes

Introduction- 5 minutes

“Welcome to our check-in today. We know that these are uncertain and trying times for folks and wanted to create some space to process, share and connect. Before we get started, I wanted to offer a few norms or agreements for our time together. The first one is “share within your comfort zone”. I am going to ask you to respond to some specific prompts to guide our conversation, but feel free to share to the extent that feels okay for you. The second agreement is that “no emotion is right or wrong.” Whatever you are experiencing, thinking and feeling is valid and welcome in our discussion. Finally, let’s commit to “staying present and listening attentively.” I know there is plenty going on and many demands for attention. To the extent possible, let’s try to stay focused on each other for the next 30 minutes.”

Share Prompt and Model-2 minutes

“Today we are going to do a check-in call P.I.E.S. I want you to think about how you're feeling physically, intellectually, emotionally, and spiritually. I’m going to share first to give you an idea and then we will have some time to think on our own.”

Facilitate Check-in-25-30 minutes

“Would someone like to kick us off?” “Thank you for sharing” “I hear you” “That makes sense”

Facilitate Check-out-5 minutes

“Thank you all for being open and honest about where you are right now. It’s so important as teammates that we have time to really see each other and connect in an honest way. We want to end our discussion with a chance to reflect on something that can empower us for the day or week.” For today’s check-out I’d love to lead you all in a gratitude meditation.”