



The 5-minute check-in chat

A laser focussed approach to team wellbeing

How to run a 5-minute team check in

Spending just 5-10 minutes a day focussing on your team members rather than on the task will have a massive impact on how you feel, how you work together and ultimately the productivity of the team.

We suggest holding a 5-minute team check-in chat (or huddle!) twice per day – at the beginning and at the end of the day if possible.

You can do this in person (best) or virtually (if needs be)

Here's what to ask:

How are you? Really?

What are you worried or fearful about?

What's going well?

What do you need?

The role of the team leader and the rest of the team is to just listen! Unless there's a solution staring you in the face, don't try to fix it.