

Team check-in questions

Everyday questions for 1:1s and team meetings about whether the work is sustainable. They are conversation starters, not a test or a score.

Ask one or two at a time, not all of them. Answer the same questions yourself. Never ask about health conditions: ask about the work.

Starting the day

- How do most of your days start: ready to go, or already behind?
- What usually takes your energy before lunch?
- Is there anything about the start of the day we could change?

Time to recover

- Are you able to stop thinking about work in the evening?
- When did you last take a full day off without checking messages?
- Are breaks during the day realistic with the current workload?

Room to concentrate

- When did you last get 90 minutes of work done without interruption?
- Which meetings or messages could we cut or move?
- What is the best time of day for you to do hard work, and is it protected?

Holding up under pressure

- What is the hardest part of the work right now?
- If things got busier next month, what would give first?
- What would make the next busy period easier?

Workload

- Is the amount of work this week about right, too much or too little?
- What could move to next week or to someone else?
- What should we stop doing altogether?

After the conversation

What we agreed

Who does what

When we will check again
