

The ABCs of Checking In



Need to do a quick self-care check? Checking on someone you work with or care about? Here are some key concepts to keep in mind and ways to start the conversation.



- Accountability:** We are responsible for assessing our progress. Accountability partners work!
- Books:** Sharing a book recommendation can lead to future conversations.
- Call:** Sometimes just picking up the phone and calling a person is the best way to check in. Try, "I didn't want anything, I was just saying hi." If your call is a call for help, say "I could use a chat if you have time."
- Discuss wellness openly:** Start off your team meeting with a check-in statement or question.
- Express concern:** If there is a specific concern you have, being direct may be the best approach.
- Family & Friends:** Asking how someone's family is doing is a basic conversation starter. Keep in mind not everyone has family, try asking about friends. For yourself, make a list of friends/family you can trust.
- Gratitude:** Say thank you, and mean it. Positive reinforcement motivates!
- Help:** Create a strategy for receiving help. For others, know what you can (and cannot) help with, if you feel offering help is appropriate, be sure to confirm the person is open to receiving help.
- Inquire about the future:** Ask about someone's long-term goals or short-term plans.
- Join for coffee:** Invite individuals for a quick coffee.
- Keep in touch:** Determine a timeline for a call-back. Requests to follow up keeps the conversation going.
- Lunch:** Send an invitation for lunch or a long break. Sharing a meal can de-stress and increase team-building when you get to know a person outside of the office. Personally, use your lunch time for YOU.
- Make time for a meeting:** Whether impromptu or recurring, carving out the time for an in-person sit down is the most intentional way to check in. Set a weekly calendar invite for something fun for yourself.
- Nice compliment:** Start the conversation with positive feedback.
- Offer perspective:** If your perspective or opinion is asked, offer it. Know the resources at your disposal and have them available.
- Physical training:** Do an online Zumba class. Join someone or invite them for a walk, run, or lift.
- Quote:** Share a motivational quote with others. Write one on a sticky note and put it up in your bathroom.
- Rehearse:** Reaching out can be rehearsed, especially where specific topics need to be addressed.
- Stay safe:** Understand how to respond or react to emergency situations.
- Talk more, text less:** Texting may not always be the best approach. Walk around and talk to people.
- Use your uniqueness:** Find a way to connect with individuals based on things you have in common, and what makes you different.
- Validate vulnerability:** If a person chooses to share something sensitive with you, give them credit.
- What vs. Why:** Know when 'what' questions are helpful and when to use 'why' questions. Sometimes 'what' is more open-ended, whereas 'why' can sound judgmental. Conversely, 'what' is helpful when discussing details and 'why' can be the more open-ended approach.
- eXamine your biases:** Be mindful of unconscious bias, we all have it.
- Yield to a fair pace:** Be kind to yourself, nothing happens overnight. Not everyone wants to talk or share, go at their pace. "I'm here if you need me" is what some people need to hear.
- Zero judgment:** Leave judgment at the door - for yourself and others, choose grace.



**** A check-in is not a substitute for professional help. Seek assistance for yourself or others if necessary. ****

