

Daily Staff Check-in/ Check-out Job Aid



Despite a lifetime of hearing that we should “leave our problems at the door” before starting the work day, we know that’s easier said than done. Experiences at home or on our commute can distract us and drain our energy at work. Similarly, difficult situations at work can affect our mood and energy levels at home.

This tool is designed to help management staff working in sexual and reproductive health agencies facilitate staff connections at the start and end of each work day.

Check-ins and check-outs create space for mental and emotional transitions from home to work, and then from work to home. The check-in/check-out process outlined below works best when everyone—or the majority of the team—begins and ends work at the same time. When work schedules are staggered, team members can be encouraged to find a buddy and do a quick check-in before beginning work, and a quick check-out before leaving.

CHECK-IN

1. Create a shared visual reference point, e.g., the Pain Scale faces, or numbered pictures of Beyonce, Dolly Parton, Selena, or other fun celebrities with different facial expressions and postures. Keep the process fresh by having several different visuals that you change out from day to day.
2. At the beginning of the day or shift, gather everyone into as close to a circle as you can manage in the breakroom, front desk area, or hallway.
3. Ask team members to take turns “checking in” by responding to the prompts below. These can be posted alongside the visuals or shared another way.
 - Which picture best describes your mood or energy level today?
 - Is there anything on your mind you’d like to leave in the parking lot in order to be fully present at work?
 - Is there anything you’re looking forward to at work today?
4. Reassure team members that there’s no requirement to participate; they are free to share concerns or worries with the group if they choose. Letting staff members volunteer in random order—rather than going around the circle—decreases pressure to participate until everyone feels comfortable. If somebody doesn’t feel like sharing, this can just be an opportunity to pause and tuck concerns in one’s pocket for safekeeping until the end of the day.

CHECK-OUT

1. Reassemble in a circle and reference the same visuals you used at the beginning of the day or shift.
2. This time, ask each person to “check out” by responding to these prompts:
 - [With respect to the visual reference] What number were you this morning and what number are you now?
 - What high points in your day would you like to celebrate?
 - What tough moments would you like to let go of to prevent taking them home with you?
 - Is there anything you’re looking forward to after work?
3. Remind your team that participation in this activity is voluntary.
4. Once everybody who wants to share has had a chance to participate, close the activity with an expression of gratitude, or anything that recognizes the end of the day and the transition into post-work life.