

Weekly or Bi-Weekly Check In

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- ☐ How are you feeling about work in general right now? What is your percent from 0% (I hate everything) to 100% (I'm thriving and loving every second of it!)

Summary:

Next Steps:

- ☐ What are your top highlights since our last check in?

Summary:

Next Steps:

- ☐ How do you feel about bandwidth the last week and looking at the week ahead?

Summary:

Next Steps:

- ☐ What are you excited to do more of or learn more about in the next few months?

Summary:

Next Steps:

- ☐ What is getting in the way or slowing you down?

Summary:

Next Steps:

- ☐ What habits or professional growth goals are you working on right now? Any new ones on your mind to work on in the coming weeks or months?

Summary:

Next Steps:

- ☐ Any questions about the agency at large or aspects of the business you're curious about?

Summary:

Next Steps:

- ☐ Anything else you'd like to share or discuss?

Summary:

Next Steps:

Want meeting notes like this with no extra work?

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