

The Space We Make:

A Guide to Team Check-Ins.

A few thoughtful minutes at the start of a meeting can help people feel seen and supported. **These five check-in questions are simple, meaningful ways to strengthen trust and connection.**

What's one word to describe how you're arriving today?

This quick prompt helps people put a name to their current state without pressure to explain.

Tip: Accept all answers as valid. The goal is acknowledgment, not analysis.

What's filling your cup right now? What's draining it?

This question creates balance, allowing space for both stressors and sources of energy.

Tip: If someone shares a challenge, thank them for naming it. Awareness itself can be powerful.

If your mood were a kind of weather, what would it be?

Metaphor makes it easier to be honest while keeping things light. It helps people share feelings without needing personal detail. **Tip: Encourage creativity, humour, and honesty.**

What's one thing the team could do to support you this week?

This brings care into action and helps people name what they need to feel supported.

Tip: Take notes and circle back, even small gestures of support build trust and culture.

What's one thing helping you feel grounded this week?

This question focuses on resilience and coping, often surfacing ideas that can help others too.

Tip: Remind people to share as much or as little as they wish.

For Meeting Leads

Check-ins can spark strong emotions and that's part of creating a supportive culture. Here's how to respond well:

- Acknowledge without analyzing. Thank people for what they share.
- Follow up if appropriate. After the meeting, you can check in privately or offer support.
- Know your resources. Be ready to share information about EAPs, HR supports, or crisis lines if someone asks.
- Even a few minutes of intentional space can change how people feel about being part of the team.



www.openingminds.org/the-space-we-make

If You Are in Distress

If you are in distress, you can call or text 9-8-8 (1-866-APPELLE in Quebec) at any time. If it is an emergency, call 9-1-1 or go to your local emergency department.