Red/Yellow/Green Check-in

It may seem simple, but starting an important meeting with a check-in can shift the energy in the room and set your team up for success. Allowing individuals to share where they're coming from emotionally and what they're bringing into the room helps build a deeper understanding of each other and allows team members to clear the air so that they can be more focused moving forward. If you only have a few minutes, this activity can be a super useful ritual to bring into all your team meetings moving forward!

How long will this take?

Initially 10 minutes for first few sessions and then can be between 5–10 mins as this technique becomes a ritual.
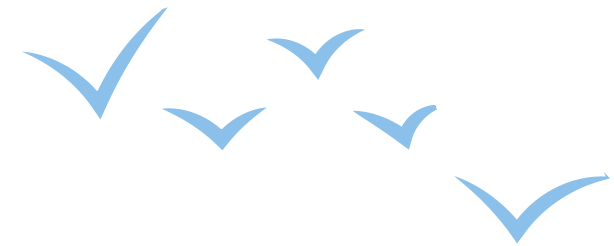
When should I use it?

At the start of team meetings.

How can I do this with a dispersed team?

Easy! Just use this check-in at the start of meetings, whether everyone is in person or online. Just make sure to ask everyone to turn their video camera on.

INSTRUCTIONS:

1. Ask everyone to share for 1 minute **where they are in that current moment.**

   ● **RED** Stressed, overwhelmed, anxious. Fight or flight response may have been activated. This might be because of something happening at home, a meeting they just came from, or the sleep (or lack thereof) they got last night.

   ● **YELLOW** Medium stressed, perhaps apprehensive about the meeting or their mind is elsewhere but they are able to refocus.

   ● **GREEN** Excited, creative, safe and ready to go! All systems are a go and they can't wait to get started!

2. After individuals share, ask them to self-declare, especially when they are in red or yellow, what they need from the team. Examples might include, "I have an urgent call I need to take in 20 minutes," or "If I seem distracted, I'd appreciate that you check in with me to pull me out of my thoughts."

3. Make sure that other team members don't comment after people share and resist the urge to fix or rescue. Instead allow people to experience their own reflection. You can show empathy using phrases like "that sounds tough" or ask them what they need from the team in that moment, as you urge them to use their own resources.

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