

# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## 12 Questions to Ask During a Quarterly Check-in

Use the 12 questions below to frame quarterly “check-in” sessions with team members. Invite team members to write down their responses to these questions, and then share them verbally during the check-in session. Check-ins are usually done 1-on-1 but may also be done at a meeting as part of a quarterly mini-retreat.

- 1 | How are things going for you, personally and spiritually?
- 2 | What have been the high points of your ministry this past quarter?
- 3 | What progress have you made on your annual goals in the last 90 days?
- 4 | What goals and intentions were not realized? What is hindering their fulfillment? Where do you feel “stuck”?
- 5 | What have been the most challenging moments of your ministry this quarter?
- 6 | What are you learning about yourself as you pay attention to your results?
- 7 | What adjustments or course corrections are needed to fulfill your original intentions?
- 8 | What are the major projects you’re working on in the next 90 days?
- 9 | Who will you be inviting into ministry, or investing in more intentionally?
- 10 | What assistance, resources, or support do you need to do your best work?
- 11 | What have you been reading and/or learning about recently? How is that shaping your ministry?
- 12 | What’s working? What’s not? What should you keep doing? Stop doing? Start doing?



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