

Weekly Check-in

Use the agenda below as a template for your first few weekly check-ins. Add or change agenda items as your family's interests change. Completing every agenda item isn't necessary. Stick to the time frame that everyone agreed to, with a focus on quality conversation rather than rapidly covering each agenda item.

The date of our next weekly check-in is _____

We have agreed to meet for _____ minutes beginning at _____ (start time).

Sample Agenda

Celebrate - Acknowledge the person sitting to your left by either appreciating or thanking them for something they did.

Focus on effort - Give everyone the opportunity to talk about the effort they have given throughout the week and how it resulted in the achievement of or progress toward, a goal.

Plan for the future - Have each person present at the check-in create one goal that can be achieved in the coming 7 days.

Check the calendar - Pull out your family's desktop calendar. Give everyone present the opportunity to add appointments, events and travel dates for the coming weeks. If time conflicts occur, brainstorm solutions as a family.

Additional agenda items: _____

Schedule the next check-in. Before adjourning, agree to a date and time for your next check-in. Record the date and time on your family's desktop calendar.