

CHECK-OUT

While the check-in is about creating a shared reality and personal closeness in a meeting, the check-out serves as a mini-measurement for the **quality** of the meeting.



Used consistently, check-out is a simple, structurally anchored, iterative **FEEDBACK LOOP** for the **effectiveness** of your meetings.

What to do?

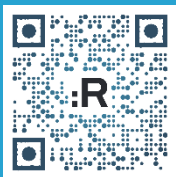
The facilitator invites people to check-out at the end of a meeting. It begins with the first person who feels ready to answer the following questions:

- How **effective** was this meeting? What do I wish for future meetings?
- How am I feeling, leaving this meeting?

After answering, the first respondent passes the baton to the next person until everyone has had their say.

The check-out represents appreciative **feedback** that is integral to continuous improvement – with **SOUL**.

This step reminds each individual of their **responsibility** to **co-create** an effective meeting.



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More Tools?
(click or scan qr-code)*

:RESOUL
seeds
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