

## **CHECK-IN (daily)**

If you want a successful organization you need happy and engaged employees. And there's only one way to get that – be happy yourself!

Are you happy and are you good at showing it? Are you sending the right signals to your employees? In the way you communicate – in your behavior? Do you feel that you make a difference in a way that makes you proud?

This is a tool to check-in on a daily basis. Take time to reflect on how you feel and how you want to act based on your current situation. What do you want to do more (that inspires you and makes you happy) of and what do you need to do something about? Use 5-10 minutes to answer the following 4 questions:

### **1) How do I feel today?**

Emotionally – are you happy/unhappy? Mark where on the scale you are right now.

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### **2) What makes me happy and how can I do more of that?**

What do you look forward to doing that you know will make you happy? Anything from learning something, finishing tasks, making other people happy, helping someone etc. Write down 3 things you look forward to do:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### **3) What makes me unhappy and how will fix it?**

If something makes you unhappy do something about it! Fix it yourself or talk to someone who can help you. It can be apologizing to someone, stopping negative behavior in your team, delegate tasks, have less/shorter meeting etc. Write down 1 thing you want to do something about:

1 \_\_\_\_\_

### **4) Today's happiness contribution.**

One thing you decide to do today – for yourself and/or others.

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