

15Five

15 Tips for Writing 15Five Check-ins

1. Be honest about your Pulse score! It's okay to experience a tough week. Add some context by leaving a comment.
2. Preview questions on Monday, so they are top of mind as you go through your week.
3. Utilize the entire week, and write as things come up. You don't have to wait until Friday!
4. Leverage your calendar and Slack conversations to jog your memory.
5. Block 15 minutes in your calendar to create uninterrupted time writing your check-in.
6. Link your priorities to your Objectives.
7. Give meaningful high fives by highlighting specific behavior and the impact that it had.
Specific behavior + Impact = Great High Five
8. @mention team members to loop them in on a topic.
9. Take charge of your 1 on 1! Add talking points to your agenda, especially ones that contribute to your growth and development.
10. Add items to wins & challenges, so you can reference them later when completing reviews.
11. Contribute to your 15Five when you're feeling energetic or inspired!
12. Your writing should be qualitative, contemplative, and focused on growth and development.
13. Remember: The 15Five Check-in is for your benefit! You are the primary beneficiary, your manager is the secondary, and the company is the tertiary.
14. Bring up the small stuff.
15. Feel empowered to give your manager feedback on questions/make suggestions on what you want to see on your 15Five.

