


### My Check-ins

**Marilyn Stewart**  
Sales Director  
Due in 5 days

How did you feel at work this week?

Awful 1 2 3 4 5 Amazing!




Smooth and steady! Anything to add?


#### Priorities

Check off your current priorities

☐ Set up 10 calls with 10 VPs

☒ Engage with 100 people on LinkedIn

**Marilyn**

**Sharon Metcalf**  
Reviewer  
[Print](#)

#### Marilyn's recent Check-ins

Sep 15 – Sep 21	Current
Sep 8 – Sep 14	Submitted on Sep 14
Sep 1 – Sep 7	Submitted on Sep 7
Aug 25 – Aug 31	Not submitted
Aug 18 – Aug 21	

# Spotlight: Check-in

Some of the world's best companies like Microsoft and GE use automated check-ins to facilitate the most important conversations with their people each week.

The 15Five Check-in is a lightweight practice that improves organizational health by replacing traditional status reports, email chains, and spreadsheets with a handful of questions that solicit feedback and start vital conversations.

## Research-Backed Pro Tip:

Research shows employees are happiest when they make progress on meaningful work. Setting aside 15 minutes each week to reflect is an essential practice to uncover and remove any roadblocks, celebrate wins, and drive key company initiatives forward.

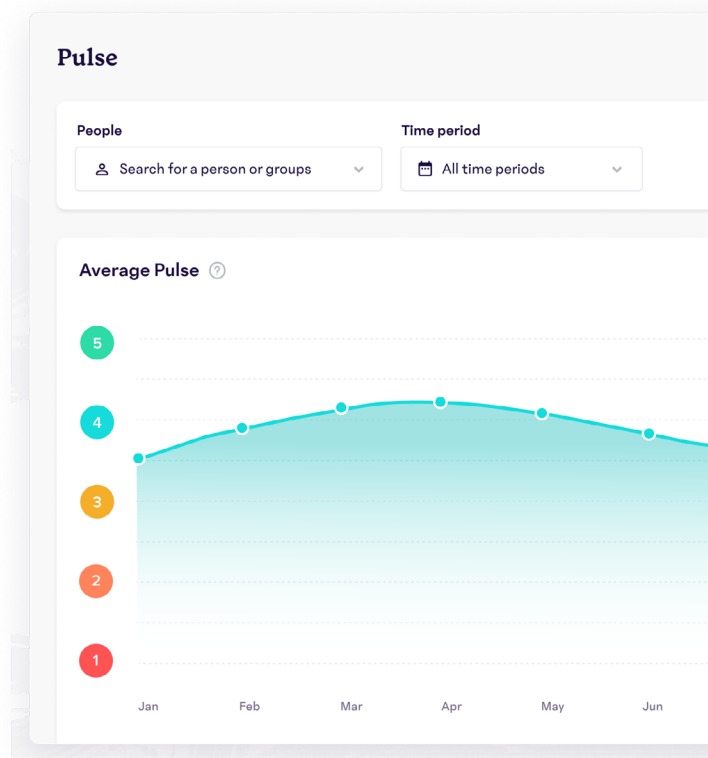
# The 15Five Check-in is comprised of The Pulse, Objectives, Priorities, Questions, and High Fives:

## The Pulse

"How did you feel at work this week?" 15Five uses this question to take the pulse of the company week over week. Why? With all the tech advancements in medicine, the most powerful diagnostic tool doctors use is still this question. The same is true for managers, who can offer support in rough times and celebrate great times with their employees.

### Tip:

The Pulse dashboard aggregates responses, which can provide insight into how employees, teams, and the organization are doing. This data is great for spotting trends and understanding shifts in morale.



## What is the status of your objectives?

● On track

Sell \$1.3M in software and services

2 Key Results ▾

75%

Ends in 18 days



● On Track

Sell \$1.3M in software and services

2 Key Results ▾

14%

Ends in 28 days



## Objectives

Long-term Objectives can be set and tracked in 15Five. Once Objectives are set, you'll update your progress in each 15Five Check-in. This practice is intended to keep you connected to your long-term priorities.

### TIP:

Click the comment bubble next to your Objective, and let your manager know where you need support. You can also link Priorities to your Objectives for an itemized view of shorter priorities tied to your longer term goals.

## Questions

Questions are the heart of 15Five, and [insightful feedback questions](#) have a power all to their own. The right questions can spark innovation and direct attention to critical challenges so that managers can provide support.

### TIP:

Candor and contribution are key when answering questions. Be honest and share your voice, ideas, and challenges so your manager & colleagues can benefit from your perspective and help remove roadblocks.

### Questions

Any wins you'd like to share?

Created my Q4 OKRs

Any challenges your facing? What's not going well?

I need help analyzing the salesforce report

Are you inspired by the work we're doing?

Absolutely! I'm so inspired by our mission.



## Priorities

Priorities are the most important tasks to be completed in the short-term. These tasks can be linked with Objectives to create alignment between short- and long-term goals. In each 15Five, you have the option to mark a priority as complete, move it to the following week for completion, or leave it unchecked (to keep it incomplete and remove it from Priorities.)

### TIP:

Priorities are NOT meant to be a project management tool. If this is redundant to work you are already doing in another system, this feature can be enabled or disabled per department by your company administrator.

## High Fives

The power of peer recognition can't be overstated. High Fives allow employees to provide instant peer recognition, improving team communication while boosting morale. Simply @mention a colleague and share why that person earned your praise.

## Who can see my 15Five?

Visibility is set according to the organizational hierarchy. To see who has access to view your 15Five, [visit this page](#).

## What to expect?

Email [reminders](#) will be sent a day before and on the day your 15Five is due. (And if you miss it, we'll send a reminder on the day after.) Click [here](#) to begin your Check-in. Once submitted, your manager will be notified and then be able to respond to your feedback to keep you on top of your game!

**For more on the research behind the Check-in and 1-on-1 feature, [go here](#).**

