Team check in questions for meetings

Team check in questions open a meeting with one short question about the work, answered in one sentence, in the chat, or passed. This page lists 66 original questions in eleven meeting situations, including a new team and an all-hands, each rated Light, Medium or Deeper, so they also work as icebreaker questions for work that never touch private life. It adds a 10-minute opener, opt-out rules, printable cards and a rotation log.

10 minutes | 3–12 participants | Online and adaptable in person

Updated 2026-10-10

The outcome

In 10 minutes every person in an existing team of 3–12 has had one chance to answer a work-focused question in one sentence, aloud or in the chat, or to pass. The lead has moved up to three named needs onto the agenda or into a follow-up, and the card number is logged so that the question is not repeated.

Before the session

- For team leads and facilitators who open a recurring meeting, a new team’s first meetings or an all-hands. The opener suits 3–12 people; above 12, use the chat. Every question is about the work.
- Choose the card before the meeting with the chooser table: the situation first, then the time you have, then the depth. Write the card number on the agenda and prepare your own one-sentence answer.
- Agree the rules once. Log only the date and the card number, never what anyone said or who passed.
- Put the question on the agenda the day before, read it aloud and paste it in the chat as plain text. Accept typed answers, keep cameras optional and never ask for a reason for a pass.

Included in this kit

A facilitator run of show, participant worksheets with real tables, reference tables, debrief questions, adaptation notes and a follow-up plan. Use the editable Word copy to tailor examples and prompts before delivery.

Original material by Superglue. Timings are suggestions; adjust them to your participants. This resource has not been independently evaluated.

What is inside

- Check-in rules
- Depth ratings: Light, Medium and Deeper
- Choose a check-in question by situation and time
- Cards 1–12: start of the week, mid-project
- Cards 13–24: before a decision, after a busy or difficult period
- Cards 25–36: a new or changed team, end of the week or sprint
- Cards 37–48: a remote or hybrid meeting, a one-minute check-in when time is short
- Cards 49–60: get to know each other at work, the first meetings of a new team
- Cards 61–66: all-hands and large meetings
- Card tracker
- Rotation log
- Filled example: one opener
- Filled example: rotation log
- Facilitator section: run of show, reference tables, debrief and adaptations

Check-in rules

Agree these 8 rules with the team once, before the first check-in. Read the first three aloud at the start of every round. Change a rule only with the whole team.

Rule	What the lead says	What it protects
It is optional	“You can say ‘pass’ at any point. You do not need a reason.”	Nobody counts or records who passes. A pass is a complete answer.
One sentence about the work	“One sentence each, about the work.”	No question asks about private life, health or family. If an answer turns personal, say thank you and move on.
Nobody comments on an answer	“We listen. I will only say thank you.”	No advice, no questions and no jokes during the round. Discussion belongs to the agenda.
There is a time limit	“The round stops after five minutes. I will read any typed answers that are left.”	A check-in that overruns takes time from the work it is meant to help.
The lead answers first	“I will start, so you can hear how short it can be.”	The first answer sets the length and the tone. Make it one plain sentence.
Speak or type	“Type your answer in the chat if you prefer. I will read it aloud.”	Cameras are optional. The question is read aloud and pasted as text.
Answers stay in the meeting	“We log the card number, not what anyone said.”	A need goes onto the agenda only when the person who named it agrees.
Start light	“This is a light question. A few words are enough.”	A new group, a new team or an all-hands starts with Light cards. A Deeper card waits until the team knows the format, and it is still about the work.

Depth ratings: Light, Medium and Deeper

Every card carries one of three depth ratings. Deeper never means personal: at every depth, the question is about the work.

Depth	What it asks for	Use it with	Cards
Light	A fact, a number or a choice about the work. Nothing to explain or defend.	Any group: a new team, an all-hands, a full agenda.	30
Medium	An opinion or a need about the work, in one sentence.	A team that meets regularly, or a new team from its second meeting.	26
Deeper	A difficulty, a gap, a delay or something to change in the work.	A team that already knows the check-in rules. Never the first card for a new group.	10

Choose a check-in question by situation and time

Find your situation first, then the time you have. The card numbers match the card pages and the workbook.

Situation	Cards	With 1 to 3 minutes	With 10 minutes
Start of the week	1–6	Card 1 in the chat. Read three answers aloud.	Card 4 as a round. Write the shared deadlines beside the agenda.
Mid-project	7–12	Card 8 in the chat: one thing each person is waiting for.	Card 9 as a round. Choose one assumption to check this week.
Before a decision	13–18	Card 18 in the chat. Read out how the answers are spread.	Card 13 as a round. Take the needs into the decision item.
After a busy or difficult period	19–24	Card 21 in the chat. Choose one thing to drop.	Card 19 as a round. Agree which task comes back first.
A new or changed team	25–30	Card 26 in the chat, so that the answers stay readable.	Card 25 as a round. The newest person answers last, or passes.
End of the week or sprint	31–36	Card 36 in the chat. Read three answers aloud.	Card 35 as a round. Thank by name and by action.
A remote or hybrid meeting	37–42	Card 37 in the chat. Nobody needs to speak.	Card 39 as a round. Remote people answer first.
A one-minute check-in when time is short	43–48	Card 43 or 45 in the chat, all at the same moment.	Do not stretch it. Use card 47 and give the time back.
Get to know each other at work	49–54	Card 50 in the chat. Read out how the answers split.	Card 52 as a round. Light cards only until the group knows the format.
The first meetings of a new team	55–60	Card 55 in the chat. Note the range of answers for the team agreement.	Card 57 as a round. Write the habits named on the board for the team agreement.
All-hands and large meetings	61–66	Card 61 or 62 in the chat or as a poll, all at the same moment.	Do not run a spoken round. Card 64 in the chat, then read three answers aloud.

Cards 1–12: start of the week, mid-project

Print this page on one side and cut between the rows for twelve cards. Cards 1–6: start of the week. Cards 7–12: mid-project. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
1	What is the one piece of work you most want to finish this week? Start of the week | Light | One sentence, in the chat, or pass
2	Which task this week needs your longest stretch of uninterrupted time? Start of the week | Light | One sentence, in the chat, or pass
3	What is already fixed in your week, and what can still move? Start of the week | Light | One sentence, in the chat, or pass
4	Which deadline this week depends on someone in this meeting? Start of the week | Medium | One sentence, in the chat, or pass
5	What would make your main task this week easier to start? Start of the week | Medium | One sentence, in the chat, or pass
6	Which piece of work would you hand over first if something urgent arrived? Start of the week | Medium | One sentence, in the chat, or pass
7	Which part of the project is moving faster than you expected? Mid-project | Light | One sentence, in the chat, or pass
8	What are you waiting for before you can take your next step? Mid-project | Medium | One sentence, in the chat, or pass
9	Which assumption in our plan would you like to check this week? Mid-project | Medium | One sentence, in the chat, or pass
10	What have you learned on this project that the rest of us should know? Mid-project | Medium | One sentence, in the chat, or pass
11	Which task is taking longer than its estimate, and by roughly how much? Mid-project | Deeper | One sentence, in the chat, or pass
12	What is the next result that someone outside the team will see? Mid-project | Light | One sentence, in the chat, or pass

Cards 13–24: before a decision, after a busy or difficult period

Print this page on one side and cut between the rows for twelve cards. Cards 13–18: before a decision. Cards 19–24: after a busy or difficult period. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
13	What do you need to know before you can support a decision today? Before a decision | Medium | One sentence, in the chat, or pass
14	Which option do you understand least at this moment? Before a decision | Deeper | One sentence, in the chat, or pass
15	What would this decision change in your own work next week? Before a decision | Medium | One sentence, in the chat, or pass
16	Whose view is missing from this meeting, and how could we get it? Before a decision | Medium | One sentence, in the chat, or pass
17	Which fact would change your mind if it turned out to be different? Before a decision | Deeper | One sentence, in the chat, or pass
18	How easy would this decision be to reverse: easy, hard or not possible? Before a decision | Light | One sentence, in the chat, or pass
19	Which task did you put aside during the busy period that now needs attention? After a busy or difficult period | Light | One sentence, in the chat, or pass
20	What did the team do in the last few weeks that we should keep doing? After a busy or difficult period | Medium | One sentence, in the chat, or pass
21	What is one thing we could take off the list for the next two weeks? After a busy or difficult period | Medium | One sentence, in the chat, or pass
22	Which routine slipped during the rush and is worth restoring first? After a busy or difficult period | Medium | One sentence, in the chat, or pass
23	What would help your work return to a steady pace this week? After a busy or difficult period | Deeper | One sentence, in the chat, or pass
24	Which handover or loose end from the busy period should we close today? After a busy or difficult period | Light | One sentence, in the chat, or pass

Cards 25–36: a new or changed team, end of the week or sprint

Print this page on one side and cut between the rows for twelve cards. Cards 25–30: a new or changed team. Cards 31–36: end of the week or sprint. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
25	What do you mainly work on, in one sentence, for someone who joined this week? A new or changed team | Light | One sentence, in the chat, or pass
26	What is the best way to ask you a quick question: a message, a call or in person? A new or changed team | Light | One sentence, in the chat, or pass
27	Which part of your work do people most often misunderstand? A new or changed team | Deeper | One sentence, in the chat, or pass
28	What should a new colleague come to you for? A new or changed team | Light | One sentence, in the chat, or pass
29	Which team habit would you explain first to someone new? A new or changed team | Medium | One sentence, in the chat, or pass
30	Which of our ways of working should stay the same after this change? A new or changed team | Medium | One sentence, in the chat, or pass
31	Which finished piece of work from this week should the team know about? End of the week or sprint | Light | One sentence, in the chat, or pass
32	What did you plan for this week that has moved to next week? End of the week or sprint | Medium | One sentence, in the chat, or pass
33	Which conversation this week saved you time? End of the week or sprint | Light | One sentence, in the chat, or pass
34	What is one thing you would do differently in the next sprint? End of the week or sprint | Deeper | One sentence, in the chat, or pass
35	Who helped your work move forward this week, and what did they do? End of the week or sprint | Medium | One sentence, in the chat, or pass
36	What should we not carry over into next week? End of the week or sprint | Medium | One sentence, in the chat, or pass

Cards 37–48: a remote or hybrid meeting, a one-minute check-in when time is short

Print this page on one side and cut between the rows for twelve cards. Cards 37–42: a remote or hybrid meeting. Cards 43–48: a one-minute check-in when time is short. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
37	What is the best channel to reach you on today? A remote or hybrid meeting | Light | One sentence, in the chat, or pass
38	Which hours today are you free for a short call? A remote or hybrid meeting | Light | One sentence, in the chat, or pass
39	What do you need this week from the people in the other location? A remote or hybrid meeting | Medium | One sentence, in the chat, or pass
40	Which document or thread should everyone read before our next meeting? A remote or hybrid meeting | Light | One sentence, in the chat, or pass
41	What was decided since we last met that not everyone may have seen? A remote or hybrid meeting | Medium | One sentence, in the chat, or pass
42	What would make this meeting easier to follow from where you are? A remote or hybrid meeting | Deeper | One sentence, in the chat, or pass
43	In three words: what is your main task today? A one-minute check-in when time is short | Light | A few words, in the chat or a poll
44	Yes, maybe or no: do you have room for one more task this week? A one-minute check-in when time is short | Light | A few words, in the chat or a poll
45	One word: does your work most need time, information, a decision or help today? A one-minute check-in when time is short | Light | A few words, in the chat or a poll
46	Which agenda item matters most to your work today? A one-minute check-in when time is short | Light | A few words, in the chat or a poll
47	From 1 to 5, how clear are your priorities for this week? A one-minute check-in when time is short | Medium | A few words, in the chat or a poll
48	Name one person you need five minutes with after this meeting. A one-minute check-in when time is short | Light | A few words, in the chat or a poll

Cards 49–60: get to know each other at work, the first meetings of a new team

Print this page on one side and cut between the rows for twelve cards. Cards 49–54: get to know each other at work. Cards 55–60: the first meetings of a new team. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
49	Which work tool would you defend if someone tried to replace it? Get to know each other at work | Light | One sentence, in the chat, or pass
50	Spreadsheet or slide deck: which would you rather build from scratch? Get to know each other at work | Light | One sentence, in the chat, or pass
51	Morning or afternoon: when do you do your best focused work? Get to know each other at work | Light | One sentence, in the chat, or pass
52	Which task in your job could you happily do for a whole day? Get to know each other at work | Light | One sentence, in the chat, or pass
53	What is one small work habit that saves you time every week? Get to know each other at work | Light | One sentence, in the chat, or pass
54	Which skill do you use at work that colleagues might not know you have? Get to know each other at work | Medium | One sentence, in the chat, or pass
55	How much notice do you need before a deadline to do your best work? The first meetings of a new team | Light | One sentence, in the chat, or pass
56	What do you think this team is for, in one sentence? The first meetings of a new team | Medium | One sentence, in the chat, or pass
57	What did the best team you have worked in do that we could copy? The first meetings of a new team | Medium | One sentence, in the chat, or pass
58	Which strength do you bring that this team should use early? The first meetings of a new team | Medium | One sentence, in the chat, or pass
59	What should a teammate do when they disagree with you about the work? The first meetings of a new team | Deeper | One sentence, in the chat, or pass
60	What could make this team's work harder in the first month, and what would help? The first meetings of a new team | Deeper | One sentence, in the chat, or pass

Cards 61–66: all-hands and large meetings

Print this page on one side and cut between the rows for six cards. Cards 61–66: all-hands and large meetings. Each card shows its depth: Light, Medium or Deeper. Every card asks about the work and can be answered aloud, typed in the chat, or passed.

Card	Question
61	In the chat: your team's name and one word for what it is busy with this month. All-hands and large meetings | Light | A few words, in the chat or a poll
62	Poll: how long have you worked here? Under 1 year, 1–3, 4–10 or more than 10 years. All-hands and large meetings | Light | A few words, in the chat or a poll
63	From 1 to 5, how well do you know what the other teams in this meeting are working on? All-hands and large meetings | Light | A few words, in the chat or a poll
64	In the chat: one result from another team this quarter that helped your work. All-hands and large meetings | Medium | A few words, in the chat or a poll
65	Which team would you like to hear more from at the next all-hands, and about what? All-hands and large meetings | Medium | A few words, in the chat or a poll
66	Which recent change at work do you still have a question about? All-hands and large meetings | Deeper | A few words, in the chat or a poll

Card tracker

Cross off a card number when the team has used it. When the suggested card is crossed off, take the lowest number in the group that is not.

Situation	1st	2nd	3rd	4th	5th	6th
Start of the week	1	2	3	4	5	6
Mid-project	7	8	9	10	11	12
Before a decision	13	14	15	16	17	18
After a busy or difficult period	19	20	21	22	23	24
A new or changed team	25	26	27	28	29	30
End of the week or sprint	31	32	33	34	35	36
A remote or hybrid meeting	37	38	39	40	41	42
A one-minute check-in when time is short	43	44	45	46	47	48
Get to know each other at work	49	50	51	52	53	54
The first meetings of a new team	55	56	57	58	59	60
All-hands and large meetings	61	62	63	64	65	66

Rotation log

One row per meeting. Log the card, not the answers. In the last column write “keep”, “reword” or “retire”.

Team: _____ Meeting: _____ Picking order: _____

Date	Card	Question (first words)	Picked by	Round or chat	Keep, reword or retire

Filled example: one opener

A fictional planning team of six: a lead, two planners, a coordinator and two analysts on video. Monday 19 October 2026, 09:30. Agenda item 2 is a decision: send the client report on Thursday, not Friday.

Time	Step	What was said and done
09:30	Rules and question (1 minute)	The lead says: “One sentence each, about the work. Speak, type or pass. Nobody comments.” She reads card 13 aloud: “What do you need to know before you can support a decision today?” The coordinator pastes it in the chat.
09:31	Thinking time (1 minute)	Silence. The two remote analysts type their answers in the chat but do not send them yet.
09:32	The round (3 of the 5 minutes)	Lead: “I need to know when the client reads the report.” Analyst 1, typed and read aloud: “I need to know who checks the figures on Wednesday.” Analyst 2, typed: “Nothing. I can support either option.” Planner 1: “I need the cost of an earlier data cut.” Planner 2: “Pass.” Coordinator: “I need the cost figure too.” The lead says only “thank you”. The round ends at 09:35, two minutes early.
09:35	Needs to the agenda (2 minutes)	Lead: “I heard three needs: when the client reads the report, the cost of an earlier data cut, and who checks the figures on Wednesday. Shall we take all three under item 2?” The three people who named them agree. Nobody mentions the pass.
09:37	Log and hand over (1 minute)	The coordinator logs 19 October, card 13, round. Analyst 1 picks the card for 26 October. The lead says: “That is the check-in. Item 1.” The opener took 8 minutes, not 10.
Later	What the team did with it	At item 2 the team could not decide without the cost figure. Planner 1 will bring it on Monday 26 October, and the team decides then.

Filled example: rotation log

The same fictional team over six Monday meetings in 2026. 6 meetings, 5 different cards, 1 card repeated, 61 of 66 cards not yet used.

Date	Card	Question	Picked by	Format	Note
5 Oct	4	Which deadline this week depends on someone in this meeting?	Team lead	Round	Two deadlines depended on one person.
12 Oct	9	Which assumption in our plan would you like to check this week?	Planner 1	Round	One assumption chosen to check.
19 Oct	13	What do you need to know before you can support a decision today?	Planner 2	Round	Three needs went to item 2. One pass.
26 Oct	43	In three words: what is your main task today?	Analyst 1	Chat	Fourth meeting: a one-minute check-in.
2 Nov	19	Which task did you put aside during the busy period that now needs attention?	Analyst 2	Round	After the month-end close.
9 Nov	43	In three words: what is your main task today?	Coordinator	Chat	Repeat of 26 Oct. Next: card 44.

Facilitator run of show

1 Read the rules and the question | 1 minute

Say: “We start with one check-in question. One sentence each, about the work. You can speak, type in the chat or say ‘pass’, and nobody comments on an answer.” Read the card aloud once and paste it in the chat. Do not explain the question or give examples.

2 Give one minute to think | 1 minute

Say: “Take one minute. Write your sentence down if that helps. If you prefer to type, put your answer in the chat now.” Stay silent for the whole minute. Use it to check the order of names you will call.

3 Run the round | 5 minutes

Answer first, in one sentence. Then call people in the order of the name list, remote people first: “Next is Dana, then Eli.” After each answer say only “thank you”. Read typed answers aloud in the same order. If a discussion starts, say: “Let us hold that for the agenda.” Five minutes is 300 seconds: 25 seconds each for 12 people, 50 seconds each for 6. Stop at five minutes. If the round ends early, do not fill the time.

4 Move needs onto the agenda | 2 minutes

In the first minute, name at most three needs or blockers you heard, without judging them: “I heard two needs: a sign-off on the draft, and someone to test the form.” In the second minute, ask the person who named each one: “Agenda item, or five minutes after the meeting?” Write it beside the agenda item. Do not comment on a pass or on an answer that named no need.

5 Log the card and hand over | 1 minute

Write the date, the card number and the format in the rotation log, and cross the number off the card tracker. Name the person who picks the next card. Say: “That is the check-in. First agenda item.” If most answers were a pass or a single word, write “retire?” beside the card.

Reference tables

Depth by situation: card numbers

The card numbers at each depth, by situation. With a new group or more than 12 people, start with a Light card. The printable cards show the same rating.

Situation	Light	Medium	Deeper
Start of the week	1, 2, 3	4, 5, 6	None
Mid-project	7, 12	8, 9, 10	11
Before a decision	18	13, 15, 16	14, 17
After a busy or difficult period	19, 24	20, 21, 22	23
A new or changed team	25, 26, 28	29, 30	27
End of the week or sprint	31, 33	32, 35, 36	34
A remote or hybrid meeting	37, 38, 40	39, 41	42

Situation	Light	Medium	Deeper
A one-minute check-in when time is short	43, 44, 45, 46, 48	47	None
Get to know each other at work	49, 50, 51, 52, 53	54	None
The first meetings of a new team	55	56, 57, 58	59, 60
All-hands and large meetings	61, 62, 63	64, 65	66

Choose a format by the time you have

The 10-minute opener is the full version. The shorter formats use the same rules. With more than 12 people, use the chat or a poll and do not run a spoken round.

Time	Format	People	How it runs
1 minute	Chat, all at once	Any size	Read a card from 43–48. Everyone types one to three words at the same moment. Read two aloud.
2 minutes	Chat or poll wave	13 or more	Read a card from 61–66 and paste it, or open it as a poll. Everyone answers at the same moment. Read three answers or the poll result aloud and thank the rest.
3 minutes	Short round	3–6	30 seconds to ask and answer first, a 2-minute round (20 seconds each for six), 30 seconds to log.
5 minutes	Round or chat	Up to 8	1 minute for the rules, the question and thinking, a 3-minute round, 1 minute for one need and the log.
10 minutes	The full opener	Up to 12	1 minute for the rules and the question, 1 to think, a 5-minute round, 2 for needs, 1 to log.

Rotation plan

Seven rules so that the team does not repeat a question. With 66 cards, a weekly meeting can run for 66 weeks before a card has to repeat.

Rule	How it works
1. The situation comes first	Use the table “Choose a check-in question by situation and time”. A decision on the agenda or a new colleague outranks the day of the week. Then check the depth: a new group starts with Light cards.
2. Take the next unused card	Start with the card that the chooser table suggests. Once it has been used, take the lowest card number in the group that is not crossed off.
3. Keep one meeting in four short	At every fourth meeting, and whenever the agenda is full, use a one-minute card (43–48) and give the time back.
4. The picker rotates	The lead picks for the first meeting. After that, the next person on the name list picks. A picker may pass the choice back to the lead.
5. Log the card	Write the date and the card number in the rotation log and cross the number off the tracker. Do not log what people said.
6. When a group is used up	When all six cards of a group are crossed off, start that group again or write six new cards with the team.

Rule	How it works
7. Retire a card that fails twice	If a card gets mostly passes or one-word answers at two meetings, mark it “retire” and reword it or drop it. Try a lighter card from the same group next time.

Debrief and next steps

Questions for reflection

- After four meetings: which question gave the team information that it used in the same meeting?
- Which question got mostly passes or one-word answers, and do we reword it or retire it?
- Do we keep to the time limit, and is the check-in the right length for this meeting?
- Does everyone have a way to answer that works for them: speaking, typing or passing?

Adapt the session

- For 3 or 4 people, use the 3-minute format: no thinking minute, one sentence each, and one need moved onto the agenda.
- For a short version, use a one-minute card (43–48). Everyone types one to three words in the chat at the same moment, and you read two answers aloud.
- Online or hybrid, paste the question in the chat, accept typed answers, keep cameras optional, and call remote people first so that the room does not set the pace.
- For quiet participants and for people who work in a second language, put the question on the agenda the day before, let answers be typed and choose a Light card. Never call on someone again after a pass, and do not keep a count of passes.
- For more than 12 people, do not run a spoken round. Use a card from 61–66 in the chat or as a poll, read three answers aloud and thank the rest. In a workshop with an existing team, use one card at the start and a card from 31–36 at the end.

After the session

Act on each need the same day, or tell its owner when you will. After four meetings, spend five minutes on the four review questions with the team, then retire or reword the cards that fell flat. Keep the log to dates and card numbers. A check-in is not a measure of engagement, wellbeing or performance, and it does not replace a stand-up, a one-to-one or a survey. If someone raises a personal or serious concern, thank them, do not discuss it in the round, and follow up privately through your organisation’s usual support.

Questions people ask

What are good team check in questions for a regular meeting?

Questions about the work that anyone can answer in one sentence: what people want to finish, what they are waiting for, and what they need before a decision. This page has 66 of them in eleven groups by meeting situation, each rated Light, Medium or Deeper. None asks about private life, health or family, and every one can be typed or passed.

How long should a team check-in take?

One to ten minutes. The full opener takes 10 minutes for up to 12 people: 1 minute for the rules and the question, 1 to think, 5 for the round, 2 to move needs onto the agenda and 1 to log the card. With a full

agenda, use a one-minute card in the chat. With more than 12 people, use a card from the all-hands group in the chat or as a poll.

Should everyone have to answer the check-in question?

No. A pass is a complete answer and needs no reason. The rules on this page also say that nobody comments on an answer, that the lead answers first, that typed answers count and that a new group starts with a Light card. Do not record who passed.

Can I use these as icebreaker questions for work?

Yes, for people who work together. The groups “Get to know each other at work”, “The first meetings of a new team” and “All-hands and large meetings” (49–66) are icebreaker questions for work and team meetings: they ask about tasks, skills, tools and harmless choices, and most are Light. For strangers on a course, use the icebreaker questions for training sessions; for online groups, the virtual icebreakers page has a separate set.

How do we avoid asking the same check-in question every week?

Number the cards and log the number after each meeting. Pick the group that fits the meeting, start with the card the chooser table suggests, then take the lowest unused card in the group. The rotation plan on this page adds a rotating picker and a rule for retiring cards. The workbook counts how often each card was used.

What is in the free PDF and the editable files?

The open PDF has the 8 rules, the chooser table, the depth tables, all 66 questions with their depth on six pages of cut-apart cards, the rotation plan, a card tracker, a blank rotation log, a filled example of one opener and of a log, and the 10-minute opener plan. Subscribers also receive the editable Word file, an Excel workbook with the question bank, depth counts and a rotation log that looks up each question and counts unused cards, and a CSV of the 66 questions with their depth.

Use and sharing

Free to use and adapt in your own training sessions, including paid client work. Do not resell or redistribute the unmodified download as a standalone product. Share the resource page instead.