

## Weekly Check-In Guidelines

- 1.) **\*Review over case status and progress from the previous week. Give statements and gestures that recognize client strengths and acknowledge behaviors that lead in the direction of positive change, no matter how big or small.**
- 2.) How \_\_\_\_\_ are you feeling today? (choose emotions applicable to the client and their specific situation: anxious, hopeful, nervous, scared, hopeless). Allow the client to share openly; utilize the scale system (1-10).
- 3.) Are you comfortable sharing anything that might've contributed to the \_\_\_\_\_ (emotion) you are feeling today? (utilize active listening and interpersonal skills; reflect empathy and understanding).
- 4.) What has been your greatest challenge over the last week?
- 5.) What is something positive that has happened over the last week?
- 6.) What are some goals you have for the next week?
- 7.) What barriers, if any, do you anticipate that might hinder your progress in completing these goals? How do you think I can help to ensure these goals are met?
- 8.) **\*Make a plan that aligns with the goals of the client and addresses potential barriers; continually ask client for feedback throughout and adjust as needed\***
- 9.) Towards the end of the conversation, utilize the scale once more. "At the beginning of our meeting/call, you rated the \_\_\_\_\_ you were feeling as a \_\_\_\_\_. Now, in this moment, how \_\_\_\_\_ are you feeling on a scale of 1-10?"
- 10.) **\*end with summarizing what was covered during the check-in call/meeting; highlight the client's/case progress; give special attention to change statements made by the client and affirm the client's concerns/needs; end with an invitation. Ex: Did I miss anything? Is there anything you would like to add or anything else you would like to share?**