

5-Minute Pre-Shift Check-In Script





This simple script helps supervisors check in with their team before each shift.

Use it to build connection, reduce stress, and create a safe, supportive work environment.

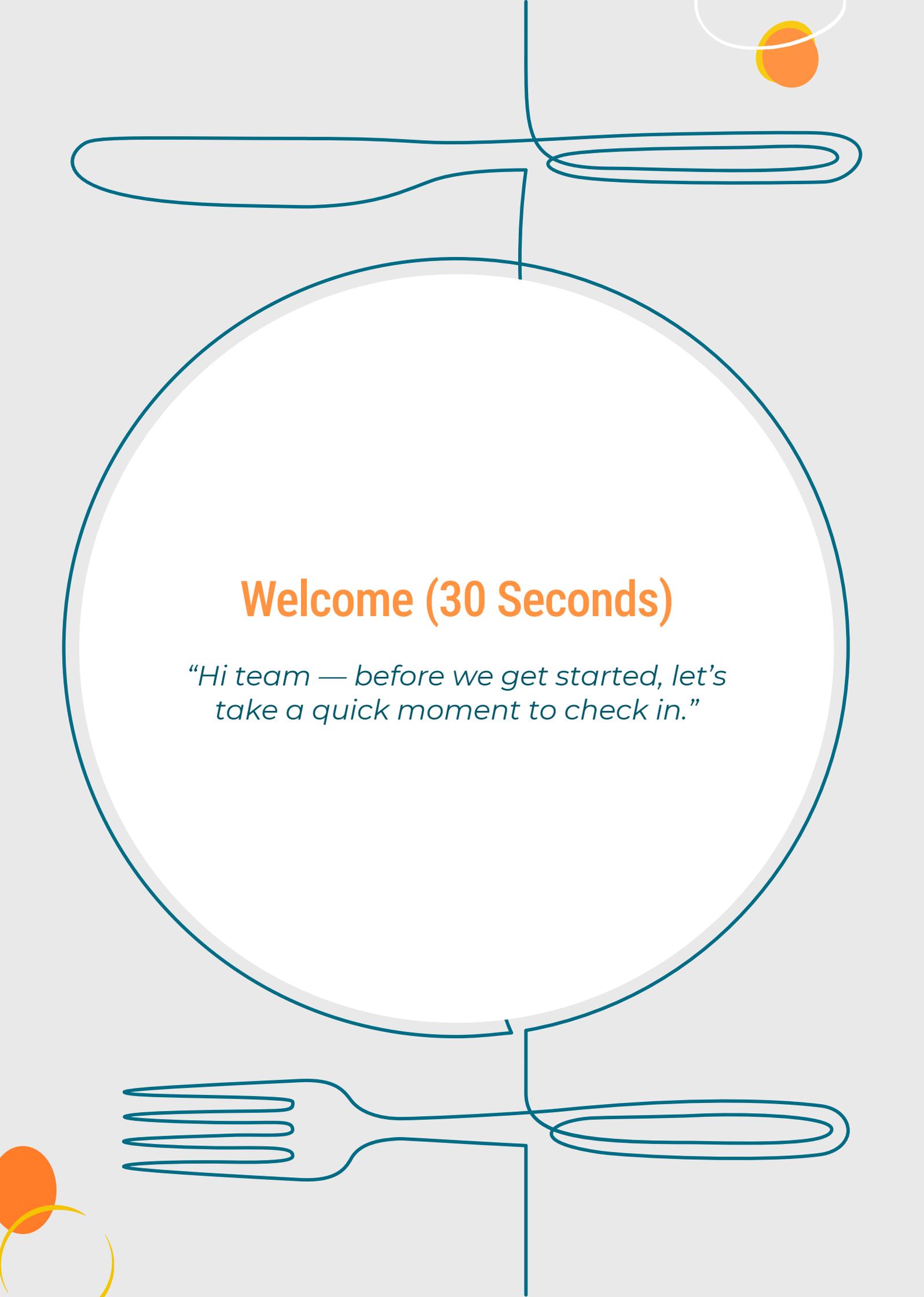
Why Do a Pre-Shift Check-In?

- Sets the tone for teamwork and communication
- Helps identify fatigue, stress or concerns early
- Improves service quality and safety
- Builds psychological safety and staff trust

How to Run the Check-In (5 Minutes)

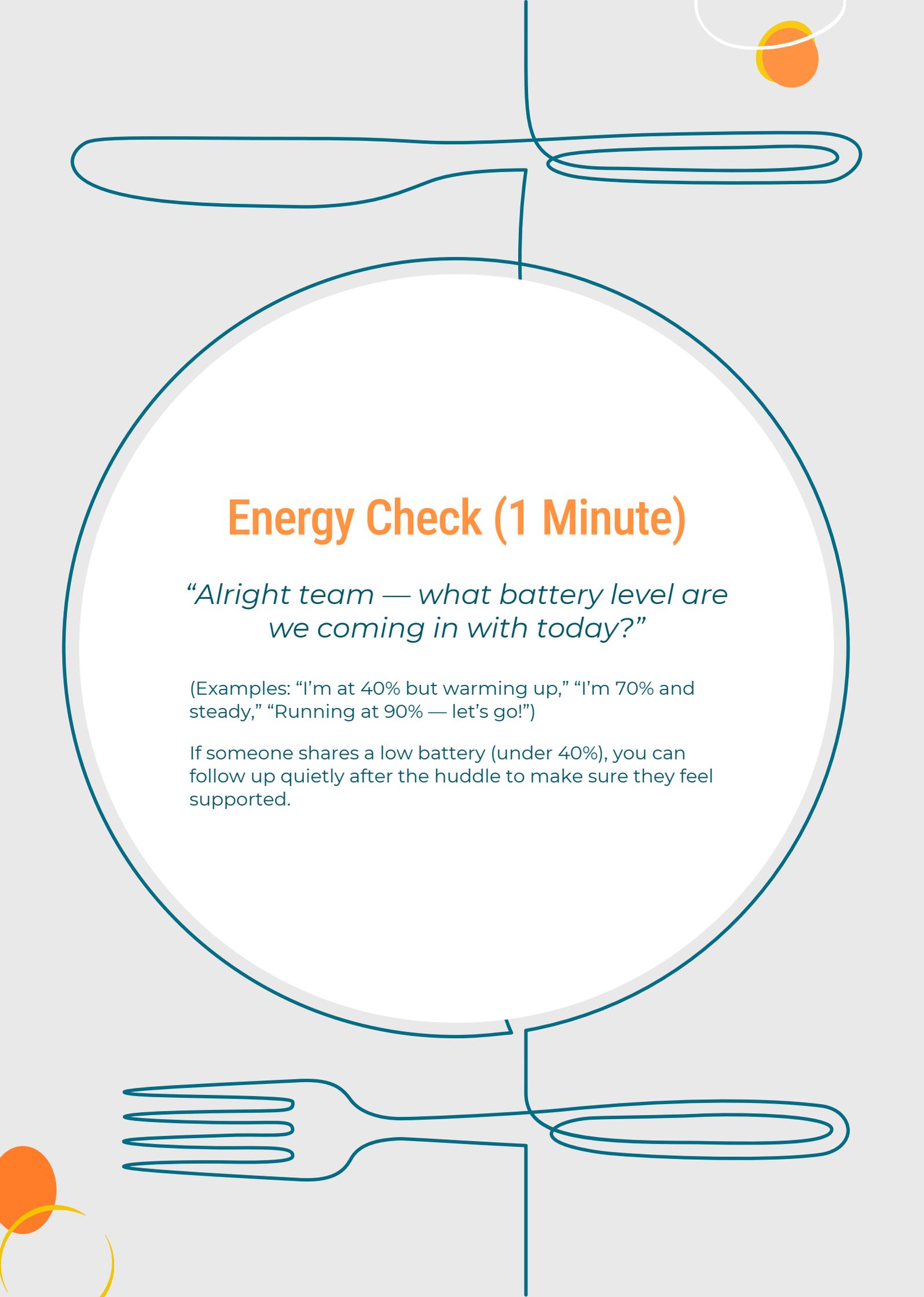
- Welcome (30 Seconds)
- Energy Check (1 Minute)
- Known Challenges or Heads-Up (1–2 minutes)
- Team Support (1 minute)
- Quick Grounding Moment (20–30 seconds)
- End on a Positive Note (20 seconds)





Welcome (30 Seconds)

“Hi team — before we get started, let’s take a quick moment to check in.”

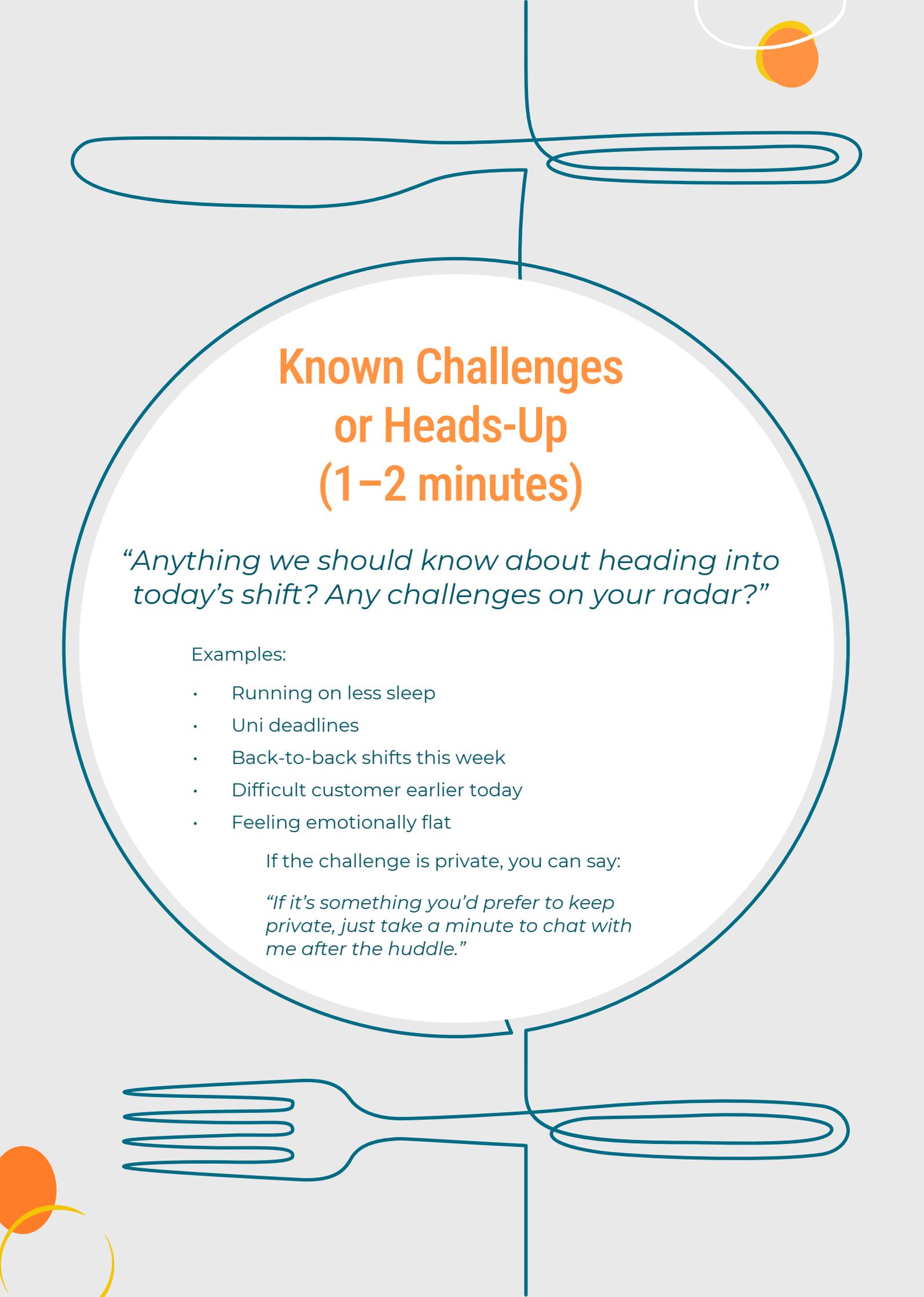


Energy Check (1 Minute)

“Alright team — what battery level are we coming in with today?”

(Examples: “I’m at 40% but warming up,” “I’m 70% and steady,” “Running at 90% — let’s go!”)

If someone shares a low battery (under 40%), you can follow up quietly after the huddle to make sure they feel supported.



Known Challenges or Heads-Up (1–2 minutes)

“Anything we should know about heading into today’s shift? Any challenges on your radar?”

Examples:

- Running on less sleep
- Uni deadlines
- Back-to-back shifts this week
- Difficult customer earlier today
- Feeling emotionally flat

If the challenge is private, you can say:

“If it’s something you’d prefer to keep private, just take a minute to chat with me after the huddle.”



Team Support (1 minute)

“What do we need from each other to work well today?”

Examples:

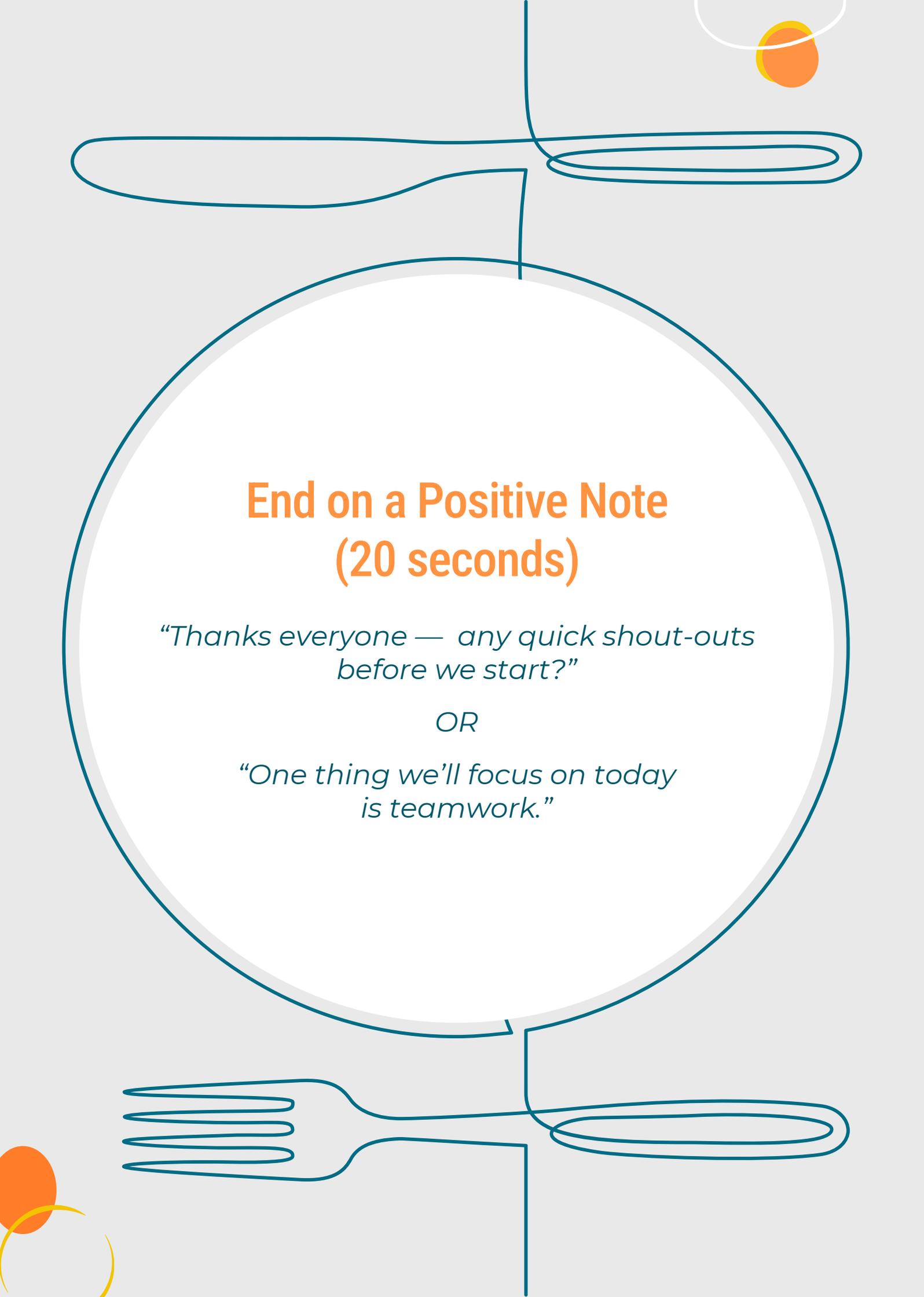
- Clear communication
- Checking in during peak times
- Extra patience with customers
- Rotating tasks if someone is tired



Quick Grounding Moment (20–30 seconds)

*“Let’s take one deep breath in ...
and a slow breath out.”*

(Optional: box breathing or a quick tension release.)



End on a Positive Note (20 seconds)

“Thanks everyone — any quick shout-outs before we start?”

OR

“One thing we’ll focus on today is teamwork.”



What to Look Out for

- Low energy
- Quietness or withdrawal
- Irritability
- Overwhelm
- Visible fatigue

Follow up privately after the shift begins.

Tips for Supervisors

- Keep check-ins short and consistent
- Maintain warmth and no judgement
- Avoid forcing people to share
- Celebrate small wins

Download More Tools

Visit the Healthy Mind Menu Online Hub for posters, scripts and wellbeing tools.

healthymindmenu.org.au

