



Why Daily Check-ins Are So Important

In today's fast-paced, ever-changing work environment, it is more important than ever for people leaders to check in with their team on a regular basis.



People don't want to be micromanaged by their manager, but they **do expect daily check-ins**

In today's fast-paced business world, effective leadership demands more than simply giving out orders and expecting results. Managers are now recognizing the significance of regular check-ins with their team members. These daily interactions have proven to be vital for building connections, increasing performance, and fostering innovation within the organization.

Employees want to be trusted and supported by their managers, not micromanaged. They expect daily check-ins to stay on track and ensure everyone is aligned.

In fact, a recent study¹ found that 70% of employees said they would be more productive if they had daily check-ins with their managers. However, the same study also found that 60% of employees said they felt micromanaged by their leaders. →

70%

of employees expressed that having daily check-ins with their managers would enhance their productivity



Why are Daily Check-ins Important?

Daily check-ins, which can be brief one-on-one meetings or informal conversations, allow managers to establish and maintain open lines of communication with their team members. By consistently connecting with employees, managers show that they value their input, opinions, and overall well-being. This cultivates a sense of trust and fosters a deeper connection between the manager and their team.

Daily check-ins can help to:

- **Keep team members on track.** By checking in daily, managers can ensure that team members are staying focused on their goals and making progress.
- **Identify and address roadblocks.** If a team member is facing a roadblock, a daily check-in can provide an opportunity to identify the issue and develop a solution.
- **Provide support.** Daily check-ins can also be a way for managers to provide support to their team members, answer questions, and offer encouragement.

So, how can managers fulfill this need without micromanaging, and while also demonstrating trust? The answer lies in what those check-ins consist of — and what they avoid. →

Teams who have daily check-ins are

20%

more likely to innovate than teams that didn't ¹

30%

more likely to meet their goals than teams that didn't ¹

Employees who have daily check-ins with their managers are

1.6x

more likely to be engaged in their work than employees who didn't ²

39%

more likely to have a greater sense of belonging than employees who didn't ³

Tips for conducting daily check-ins

Tip # 1 – Focus on the employee needs

Tip # 2 – Keep it short and be flexible

Tip # 3 – Provide honest feedback

Tip #4 – Seek feedback

1 Focus on the employee needs

Daily check-ins with employees are an important way to ensure that they have what they need to do their job well.

The questions below are a great way to structure a conversation:

- What's working well today, and what's not working well?
- What barriers are standing in your way, and how can I help clear them?
- Do you need any information or data that you're not getting right now?

These questions will help you to identify any potential problems early on and take steps to resolve them before they become major issues.

Daily check-ins should be focused on the here and now. This means that you should avoid discussing past performance or future goals. Instead, focus on the tasks that your employee is currently working on and how you can help them succeed. →





44%

of employees say they are feeling more stressed at work than they were a year ago ⁴

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Keep it short and be flexible

There is no need to have a long, drawn-out conversation every day. A quick 15-minute check-in can be enough to stay on track and make sure everyone is on the same page.

- According to a survey by Gallup, 44% of employees say they are feeling more stressed at work than they were a year ago.
- The average employee spends 2 hours and 48 minutes per day checking and responding to emails. ⁵
- Managers spend 35-50% of their time in meetings. ⁶

In light of these stats, it is clear that managers and employees are facing heavy workloads. This makes it even more important to keep check-ins brief and to-the-point.

Here are some tips for keeping check-ins brief:

- Set a time limit. Aim for check-ins to be no longer than 15 minutes.
- Stick to the agenda. Have a list of topics you want to discuss and try to stay on track.
- Be open to asynchronous check-ins. If an employee is busy, they can respond to your check-in message later.
- Be flexible. If an employee needs to reschedule a check-in, be accommodating.

By following these tips, you can keep check-ins brief and effective.



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Provide honest feedback

When an employee's work is not meeting expectations, it is important to address the issue in a timely and constructive manner. We have found that serious, ongoing performance problems are best addressed in more formal, monthly meetings. These meetings allow for a more in-depth discussion of the issues and give the employee a chance to reflect on their performance. They also allow the manager to demonstrate their commitment to the employee's long-term success.

However, this does not mean that performance problems should be ignored in daily check-ins. In fact, daily check-ins can be a valuable opportunity to track the employee's progress and offer support and encouragement. We have found that the manager can use the monthly meeting as a point of reference in the daily check-ins and ask the employee how they are progressing in addressing the problems that were discussed. This shows the employee that the manager is paying attention and that they are committed to helping them succeed.

It is also important to be honest with the employee about their performance. We have found that when managers are transparent with employees about their performance, the likelihood that the employee will perform a task better increases.

This is because the employee knows where they stand and can make the necessary changes to improve their performance.

Finally, active listening is essential for effective check-ins. If the employee feels that the manager is listening to them and taking their concerns seriously, they are more likely to be open to feedback and suggestions. This will help to build trust and rapport between the manager and the employee, which is essential for resolving performance problems. 



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Seek feedback

Regularly survey your employees to get their feedback on the quality of your daily check-ins. This feedback will help you to improve the check-in process and ensure that it is meeting the needs of your employees.

Here are some questions you can ask in your survey:

- How often do you feel your manager is available to you during daily check-ins?
- Do you feel your manager is listening to your concerns and taking them seriously?
- Do you feel your manager is providing you with the support you need to be successful?
- Are there any changes you would like to see made to the daily check-in process?

It is important to allow for anonymous responses in your survey. This will encourage employees to share their honest feedback, even if they are not comfortable sharing it with their manager directly.

Over time, you may find that daily check-ins become second nature, just another part of the daily workflow. And if your team's feedback is positive, the organization as a whole will reap the rewards. →



Conclusion

Regular check-ins are an essential tool for managers in today's workplace. They help to increase connectivity, innovation, and performance in a number of ways.

Connectivity: Check-ins help to keep teams connected and aligned, even when they are not working together in the same physical space. They provide an opportunity for managers to check in with their team members, ask questions, and offer support. This helps to ensure that everyone is on the same page and that there are no surprises.

Innovation: Check-ins can also help increase innovation. They provide an opportunity for team members to share their ideas and get feedback from their managers. This can help to spark new ideas and solutions.

Performance: Check-ins can also help to improve performance. They provide an opportunity for managers to track team members' progress and identify any areas where they need help. This helps to ensure that team members are on track to meet their goals.



Citations

1. Red Thread Research. Priyanka Mehrotra and Stacia Garr. (2022) Performance Management for Hybrid Work. [Visit link](#) 
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3. Ernst & Young. Karyn Twaronite (2019). Five Findings on the Importance of Belonging. [Visit link](#) 
4. Gallup. (2023). State of the Global Workplace. [Visit link](#) 
5. CNBC. (2019). Here's how many hours American workers spend on email each day. [Visit link](#) 
6. Gitnux Market Data. (2023). Time Spent In Meetings Statistics And Trends in 2023. [Visit link](#) 



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That's where ALULA comes in. We help organizations unlock the critical few behaviors that have the biggest impact on achieving results. We do this by working with leaders and teams to identify the behaviors that need to change, and then developing and implementing a plan to make those changes stick.

We believe that when people are working at their best, they can do amazing things. And we're here to help make that happen.

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