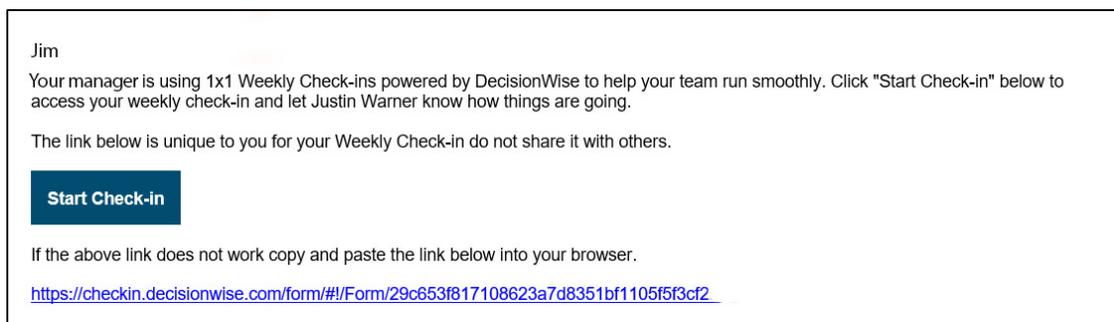


## Manager Weekly Check-In Platform

The DecisionWise Weekly Check-in tool is used to help managers stay connected with team members while working in a remote environment. The platform is based on the 5-15 framework developed by Yvon Chouinard, founder of Patagonia.

### How it works

Every Friday morning you will receive an email from DecisionWise inviting you to complete the weekly check-in form.



Click the link and answer each of the questions on the form.

**Weekly Check In**

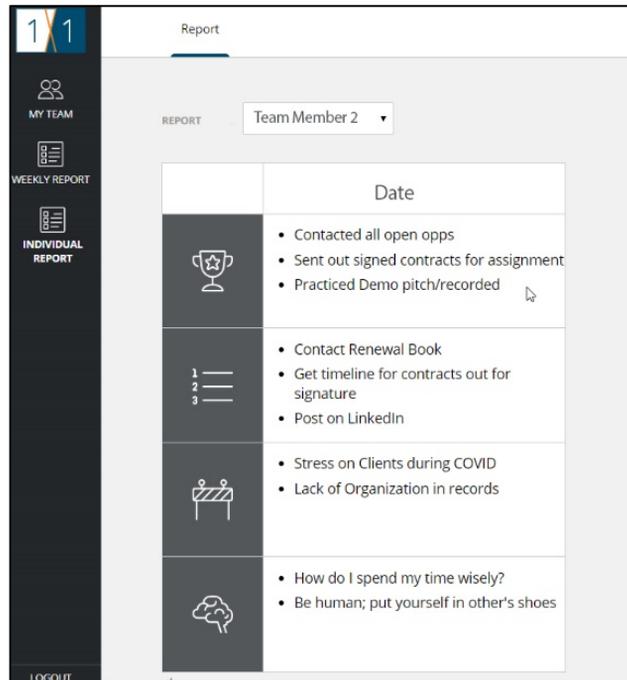
Welcome! Please fill out the sections below. When you submit your report, **Micah** will receive an email confirmation with your report details included.

- 1. Accomplishments For The Week**
  - List completed activities and notable accomplishments. In general, what is working?
  - What is your current state?
  - What is going well?
  - Where has most of your time been spent? On your most important priorities, or emergency mode?
- 2. Priorities For Next Week**
  - List priority tasks for next week. Be specific.
- 3. Challenges/Roadblocks**
  - Imagine and describe potential challenges that may impede planned tasks.
- 4. Lessons Learned/Opportunities For Improvement**
  - What questions are you trying to solve?
  - What is a lesson that you recently learned or re-learned?
  - What help do you need to improve?

[Complete Check-in](#)

Your responses will be sent to directly to your manager. Your responses provide valuable updates to your manager and company leaders. Additionally, this information will prepare you and your manager for your next one-on-one meeting.

Your manager will receive the data in a simplified report that shows your responses. This data is helpful to guide your next one-on-one meeting..



Additionally, your manager will be able to see all your team's responses in one aggregate view to see what's working, roadblocks, and potential pitfalls.

