Visibility Weekly Check-In

A 10-12 minute system for keeping distanced teams visible, supported, and successful.

1 - Outcome Status Scan (3m)

Ensure clarity, fairness, and visibility across the team.

List Key outcomes for each team member.

Notes on gaps or unclear deliverables.

2 - Micro Recognition Pass (2m)

Identify 2-3 real contributions worth spotlighting this week.

Plan for recognition (public channel, team meeting, 1:1 message, leadership visibility)

3 - Drift Detection (2m)

Early signals someone might be slipping. **Who needs a quick check-in?**

- Missed or Unclear Update
- Silent in meetings
- Change in communication pattern
- Vague progress description
- Slower responsiveness
- Unclear Priorities

Small intentional starts create big outcomes.

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4 - Support Touchpoints (3m)

People to reach out to this week and your message.

Name:

Support needed or question to ask:

Name:

Support needed or question to ask:

5 - Meeting Presence Check (1-2m)

Upcoming Meetings where remote visibility needs attention.

Meeting:
Adjustments needed (agenda clarity, turn-taking, facilitation, early inclusion)

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6 - Leadership Notes at End of Week

(or start of week for last week)

Who delivered strong outcomes this week?

Who stretched into leadership moments?

Where was visibility uneven?

What deserves follow-up next week?

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