

# Momentum Check-In Worksheet

A practical way to maintain progress without starting over



Use this as a short check-in whenever progress feels slower than expected. This worksheet is designed to help you adjust what you're doing, not reset your goals.

You can complete it on your own or use it as a discussion tool with your team.

## 1. What's moving forward right now?

List the work, habits, or decisions that are helping progress continue.

## 2. What's slowing progress?

Consider where things feel harder than they need to be, or where effort isn't producing results.

## 3. What am I still doing out of habit that no longer helps?

This might be a meeting, a process, a way of working, or a priority that no longer fits.

## 4. What's one adjustment I will make next?

Focus on a small change that makes progress easier to sustain. Avoid adding more work.

## 5. What progress should I notice or acknowledge?

Momentum builds when progress is visible. Decide what you will intentionally notice or recognize.

### Optional reflection for managers

What consistent effort or behaviour should I reinforce with my team right now?

## What To Do Next

Choose one adjustment you identified and act on it this week. Keep this worksheet visible where you plan or track your work. Revisit it in two to four weeks and ask yourself:

*Did this adjustment make progress easier?*

If yes, keep it. If not, change it.

For managers, this worksheet can also be used as a short check-in with a team member or as a prompt for a brief team discussion.



#### Reminder

Momentum isn't about doing more. It's about continuing what works, adjusting what doesn't, and avoiding the temptation to start over.