

THE 10-F CHECK-IN CHEAT SHEET

An Annual Whole-Person 1:1 Conversation with Your Team



People suffer at work when they feel unseen. The 10-F Check-In is a once-a-year, one-on-one conversation designed to see the whole person, not just the employee. It is not a performance review. It is not a counselling session. It is a leader saying: *I see you, I care about all of you, and I want to know how you're actually doing.*

Guidance for the Leader

Set the tone early: "This isn't a review. I just want to know how you're doing and it gives me an opportunity to put my finger on the pulse of our culture."

Encourage short, gut-feeling responses. You don't need to cover all ten in one sitting. Let the conversation breathe. Your only job is to listen, ask one follow-up, and resist the urge to fix. If something surfaces that needs action, name it and schedule a separate conversation.

The F	The Question	Facilitator's Note
FIT	<i>Are you a fit for this role? Is this role a fit for you? What would make it a better fit?</i>	Opens the door to honest conversation about alignment.
FUN	<i>Are you having fun or experiencing joy in your work?</i>	Joy is a leading indicator of workplace culture and satisfaction.
FINANCES	<i>How are you feeling about compensation, time, and provision?</i>	Don't solve it. Just hear it. This surfaces stress they won't raise on their own.
FAMILY	<i>How is your family life? Is work helping or hurting?</i>	You're not a therapist. You're showing you see the whole person.
FAITH	<i>Where are you spiritually right now?</i>	In a faith-based context this is essential. If not, ask: What are you placing hope in today?
FORMING	<i>How are you intentionally investing in your professional learning and growth?</i>	Are they reading, learning, pursuing development or stalled?
FLOURISHING	<i>Overall, are you thriving or just surviving?</i>	A big-picture check. Ask what thriving looks like for them at this season of work.
FORTITUDE	<i>What are you requiring strength for right now?</i>	Reveals hidden burdens. Listen more than you respond.
FITNESS	<i>Are you being intentional about emotional and physical wellness, sleep, exercise, rest?</i>	No judgment. Might require follow up or encouragement, but allows you to see what might be contributing to patterns.
FRICK	<i>What is annoying or frustrating you right now?</i>	Be prepared for the colleague to reveal ground truth about workplace dynamics and culture.