

Weekly Check-in Templates

A check-in is not a performance review. It is not a chance to list everything that went wrong or to keep score. It is a short, honest conversation where people who care about each other stop long enough to ask: What is working? What is not? What do we try next?

When ADHD is in the picture, these conversations matter even more. Without them, small frustrations pile up into resentment, good intentions disappear into forgotten promises, and the people involved drift further apart while trying harder than ever.

The templates below are designed for different settings: couples, families, teams, individuals, and ministry groups. Pick the one that fits. Set a regular time. Keep it short. Write down what you agree on. Then do it again next week.

Consistency beats intensity. Fifteen minutes every week will change more than a three-hour conversation once a year.

The Couples Check-In

This is designed for two people who share a life and want to stay partners instead of becoming manager and managed. Set aside 15 to 20 minutes once a week. Same time, same place. No phones. No kids in the room if you can manage it.

The structure is simple: three questions, asked every time, in the same order.

Question One: What went well this week?

Start here. Always. If the first thing out of your mouth is criticism, the other person will shut down before you get to question two.

Name at least one thing your partner did that you noticed and appreciated. Be specific. Not just "you helped around the house" but "you took out the trash Wednesday without me asking, and that meant a lot." Specificity tells the other person you are paying attention to the good, not just tracking the failures.

Question Two: Where did ADHD patterns trip us up?

This question is about the pattern, not the person. There is a difference between "you forgot again" and "the forgetting pattern showed up with the grocery list this week." The first one lands as an accusation. The second one puts both of you on the same side, looking at a shared problem instead of pointing fingers.

Some weeks, nothing will come up. That is worth celebrating. Other weeks, the same pattern will surface for the third time in a row. That is worth addressing honestly, but with the same compassion you would want if the roles were reversed.

Question Three: What is one small thing we can try or adjust this week?

Just one. Not five. Not a whole new system. One concrete, specific change that you both agree on and can actually do. Maybe it is setting a shared alarm for trash night. Maybe it is switching who handles the morning routine on Tuesdays. Maybe it is agreeing on a new way to give reminders that does not feel like nagging.

Write it down where both of you can see it. If it works, keep it. If it does not, you will catch that at next week's check-in and adjust.

Scenario: The Sunday Night Reset

Megan and Chris have been fighting about the same things for years: forgotten errands, missed appointments, unfinished chores. Since starting a weekly check-in on Sunday nights, the fights have dropped by more than half. Not because Chris's ADHD went away, but because they catch the problems at 15 minutes old instead of letting them fester for two weeks.

Last Sunday, Megan said: "The thing that went well is that you remembered to pick up the prescription without me reminding you. I know that took effort and I noticed it." Chris said: "The pattern that got us was the school forms. I had them on my list but I lost track of them by Wednesday. What if I take a picture of them on Monday and set a Tuesday alarm to fill them out?"

Fifteen minutes. One specific appreciation. One honest pattern. One small fix. That is the whole system.

The Family Operations Meeting

This is a weekly family huddle that replaces the chaos of last-minute scrambles, forgotten permission slips, and the constant question of "who is doing what." Keep it to 15 to 20 minutes. Sunday afternoon or evening works well for most families. Everyone who lives in the house participates, adjusted for age.

Step One: Review the week ahead

Pull up the shared calendar, the wall calendar, or whatever system your family uses. Walk through every day of the coming week: appointments, practices, deadlines, events. Who needs to be where? Who is driving? What needs to be packed, signed, or prepared? Say it all out loud so everyone hears it, and make sure it is written down in one place that everyone can see.

Step Two: Assign the big tasks

Not everything. Just the things that will cause problems if they fall through the cracks. Be clear about who is doing what and by when. "Someone needs to handle the groceries" is vague and will get forgotten. "Dad is going to the store Tuesday after work and will use the list on the fridge" is concrete and trackable.

Step Three: Check in on last week

Did the things you agreed on actually get done? If yes, say so. Acknowledge it out loud. People who feel seen for their follow-through are more likely to keep following through.

If something did not get done, ask what got in the way and what would help next time. Not a lecture. Not a guilt trip. Just honest problem-solving. "The laundry did not get folded. What happened? Do we need to change the day or break it into smaller steps?"

Step Four: One appreciation per person

Go around the table. Each person names one thing someone else in the family did this week that they are grateful for. This takes 60 seconds and completely changes the tone. Kids especially benefit from hearing that their contributions are noticed.

Scenario: The Martinez Family Meeting

The Martinez family started their weekly meeting after reading about scaffolding in this booklet. The first few weeks were rough. The kids complained. Dad felt put on the spot. Mom ran the meeting like a project briefing and nobody enjoyed it.

By week four, something shifted. They shortened it to 15 minutes. They started with appreciations instead of saving them for last. Dad began setting his own phone reminders during the meeting for anything he owned, instead of Mom tracking everything. The kids started writing their own activities on the wall calendar.

Now, eight weeks in, missed appointments are down dramatically. Dad checks the calendar every morning with his coffee. The kids know to write things on it themselves. And the family has a shared ritual that makes everyone feel like they are on the same team instead of orbiting the same chaos.

The Team Stand-Up

This is a brief, structured check-in for work teams. It replaces vague expectations with clear priorities and catches problems before they become crises. Run it weekly at a consistent time. Keep it to 15 minutes. The manager or team lead takes notes and sends a written summary within the hour.

Each person on the team answers three questions.

What am I focused on this week?

The top two or three priorities, ranked by importance. Not a list of everything on the to-do list. Just the things that matter most. This forces prioritization, which is one of the hardest executive function tasks for someone with ADHD. Doing it out loud, in a group, with a written record is exactly the scaffolding that makes it possible.

What do I need help with?

This is where blockers, confusion, and resource gaps come out in the open before they turn into missed deadlines. Normalizing this

question is critical. If people feel like asking for help is admitting failure, they will struggle silently until something breaks. The leader sets the tone: asking for help is a sign of professionalism, not weakness.

Is anything at risk?

If a deadline is slipping, a task is stuck, or capacity is maxed out, this is the moment to say so. No judgment. Just information so the team can adjust. The earlier a risk surfaces, the more options you have for handling it.

The critical follow-up: the manager sends a written summary after every meeting. Every time. This is not optional. It is the single most important thing you can do for team members with ADHD. A verbal agreement is a wish. A written summary is a plan.

Scenario: The Marketing Team That Stopped Missing Deadlines

A small marketing team was constantly missing deadlines. The manager blamed lack of commitment. Team members felt overwhelmed and unsupported. Morale was sinking.

The manager started a Monday morning stand-up. Fifteen minutes. Three questions. Notes sent by 10 a.m. Within a month, deadline misses dropped by 60 percent. The team member with ADHD, who had been quietly drowning, finally had the structure to know what mattered most each week and to flag problems before they snowballed.

The surprise: everyone benefited. The neurotypical team members liked the clarity too. Good systems do not just help the person with ADHD. They help the whole team.

The Personal Reset

This one is just for you. No audience. No accountability partner required, though having one helps. Set aside 10 minutes at the end of each week to take honest stock of where you are, what is working, and what needs to change. Write it down. Your future self will thank you.

Question One: What did I actually accomplish this week?

Not what you planned to do. What you did. Write it down and let yourself feel good about it, even if the list is short. The ADHD brain is wired to notice what is missing and skip over what is done. This question is a deliberate correction to that pattern. You did things this week. Name them.

Question Two: Where did I get stuck?

Name the pattern, not just the task. Was it starting? Switching between tasks? Finishing something that was 90 percent done? Getting overwhelmed by too many options and doing none of them? Identifying the pattern helps you build a better response next time. "I got stuck" is vague. "I could not start the report because it felt too big and I did not know where to begin" is a pattern you can solve with a task breakdown.

Question Three: Did I use my tools and systems?

Calendar, reminders, lists, timers, body doubling, whatever your scaffolding looks like. Did you use it this week? If yes, did it help? If you skipped it, what got in the way? This is not about guilt. It is about data. You are building a picture of what actually works for your brain, and that picture only becomes clear over time.

Question Four: How am I doing emotionally?

ADHD is not just about productivity. It is about how you feel. Are you carrying shame from this week? Frustration at yourself? Exhaustion from masking all day at work? Name it so it does not run the show next week. You do not have to fix it in this moment. You just have to see it.

Question Five: What is one thing I want to do differently next week?

Not ten things. One. Make it small enough that you can actually do it. "I will set a timer for 20 minutes before I need to leave the house" is better than "I will stop being late to everything." The first one is a system. The second one is a wish.

Scenario: Keisha's Friday Afternoon Ritual

Keisha used to end every week feeling like she had failed. There was always more undone than done, and the list of things she forgot haunted her through the weekend.

She started doing a 10-minute personal reset every Friday at 4 p.m. with a cup of coffee and her notebook. The first week, she realized she had actually accomplished more than she thought. She had just never stopped to count it. The second week, she noticed a pattern: she always got stuck on tasks that required her to make phone calls. The third week, she scheduled all her calls in one 30-minute block on Tuesday mornings and paired them with a reward afterward.

The reset did not make her ADHD go away. It gave her a weekly ritual for actually learning from her own experience instead of just reacting to it. That is what scaffolding looks like from the inside.

The Ministry Team Check-In

Ministry teams often run on enthusiasm and good intentions, which is beautiful until someone burns out or quietly disappears. This check-in helps leaders stay connected to their volunteers, catch problems early, and create space for honest conversation about capacity and fit.

Run this weekly or biweekly, depending on the pace of your ministry. Keep it brief. The goal is connection and clarity, not another meeting that drains people.

What went well in our ministry this week?

Celebrate the wins. Name specific people and specific contributions. "The welcome team was great Sunday" is fine. "Sarah remembered to set up the coffee station 30 minutes early and it made the whole morning smoother" is better. People who feel like they are seen keep showing up. People who feel invisible eventually stop.

Did anyone struggle with their role or miss a commitment?

If someone missed a shift or dropped a task, do not let it pass in silence and do not address it publicly. Reach out privately with curiosity, not correction. "Hey, I noticed you were not at setup on Saturday. Everything okay? Is there anything I can do to make this easier for you?" That question opens a conversation. A pointed silence or a public call-out closes one.

Does anyone need a role adjustment?

Some people thrive in one area and drown in another. This question creates permission to say, "I love serving, but this specific task is not

working for me." For someone with ADHD, admitting that takes enormous courage because they are used to being labeled as flaky or unreliable. When a leader responds with "That is completely okay, let us find a better fit," it changes the whole relationship.

What do we need for next week?

Walk through upcoming events, serving schedules, and preparation tasks. Make sure every task has a name next to it. Send reminders by text or calendar invite. Do not assume anyone will remember a verbal agreement from a meeting, even if they nodded and said, "got it." The reminder is not insulting. It is the scaffolding that makes reliable serving possible.

Scenario: The Church That Stopped Losing Volunteers

A mid-sized church noticed that volunteers kept signing up for teams and then disappearing within two months. The volunteer coordinator assumed people were just unreliable. Then she learned about ADHD and executive function.

She made three changes. First, she started texting every volunteer a reminder the day before their serving day. Second, she began doing a brief team check-in after each Sunday, asking what went well and what needed adjusting. Third, she stopped putting everyone in the same type of role and instead matched people to tasks that fit their strengths.

The person who could never remember the schedule became an amazing greeter because someone texted him every Saturday night. The person who kept dropping the ball on event coordination thrived when she was moved to kids' ministry activities, where her energy and creativity were assets instead of liabilities. Volunteer retention

doubled in four months. Not because the people changed, but because the system did.