www.WellbeingTrackers.com

Wellbeing is your natural state.

Meeting Tracker
(brief version)

Name: _____ Date: _____

With regard to today's meeting, tick the box that best describes your experience.

	Not at all	A little	Moderately	A lot	Extremely	
The meeting followed a sensible process.	0	1	2	3	4	
Overall, the meeting was helpful.	0	1	2	3	4	Total Score

If you wish, share what you liked about the meeting and what might make it even better.

Experience wellbeing every day.

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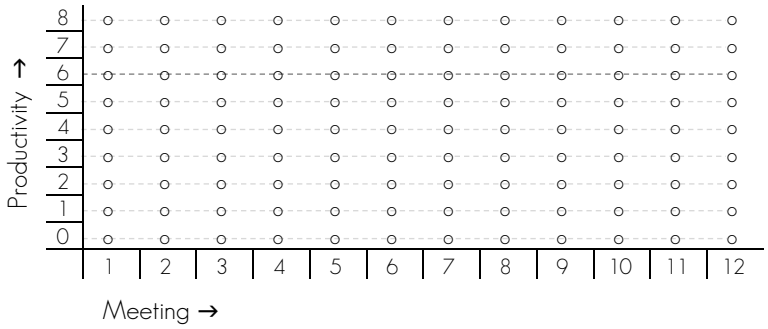
Meeting Tracker

(brief version)

Name: _____

Meeting: _____

Start Date: _____



Feedback is a safe conversation about something important.

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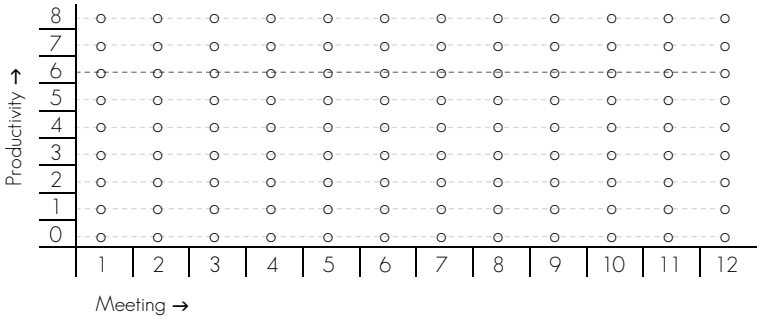
Meeting Team Tracker

(brief version)

Team: _____

Meeting: _____

Start Date: _____



Consult as a team and think of a small, practical step you can take to improve your team score.

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Instructions

Step 1: Answer the questions on the Tracker.
Step 2: Add up your total score.
Step 3: Plot your total score on the chart.
Step 4: Reflect on your progress regularly and think of a small, practical step you can take to improve your score.

Tips

1. If you feel your score is in between two of the options then place a mark between them and score it as a half point. For example, if you feel the choice that best describes your experience is in between "Moderately" and "A lot" then put a mark between them and score it as "2.5".
2. The most important thing is that whatever way you use this Tracker use it in a way that feels right to you – that's the key!

Instructions for Team Trackers

Step 1: Add up the team's total scores. Calculate the average by dividing this number by the number of members of the team.

Step 2: Plot the average on the chart and reflect on your progress as a Wellbeing Team. If the team feels it would be helpful you can also chart the highest and lowest scores as well as the average.

Step 3: Consult as a team and come up with ideas to improve the score on the chart by one point.

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