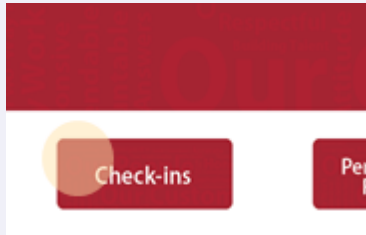


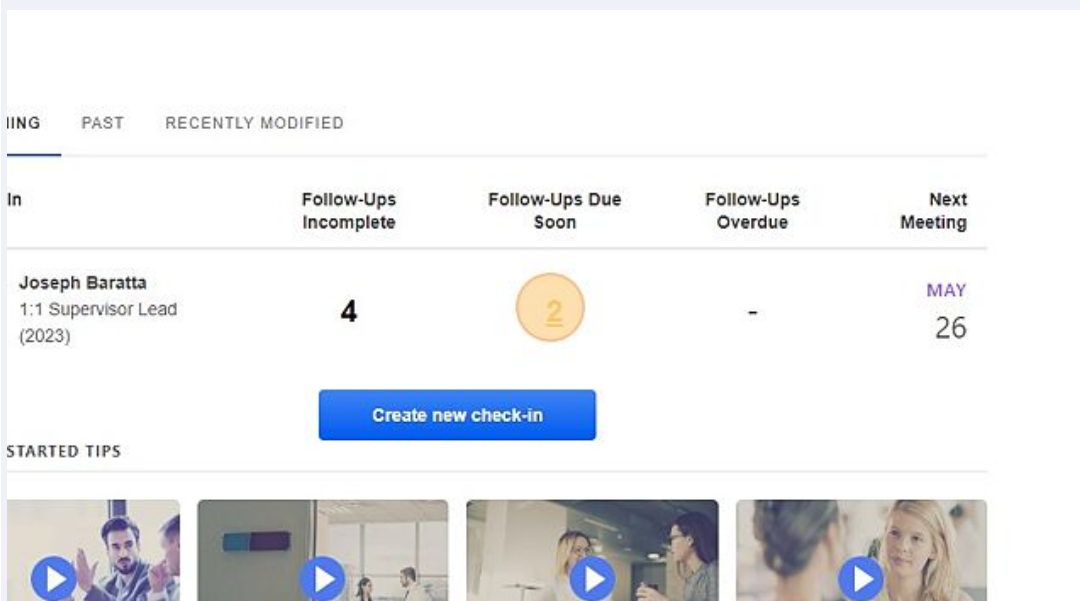
# 1:1 Check-In Follow-Ups

If follow-up tasks are made in the 1:1 check-in they will need to be closed out when completed.

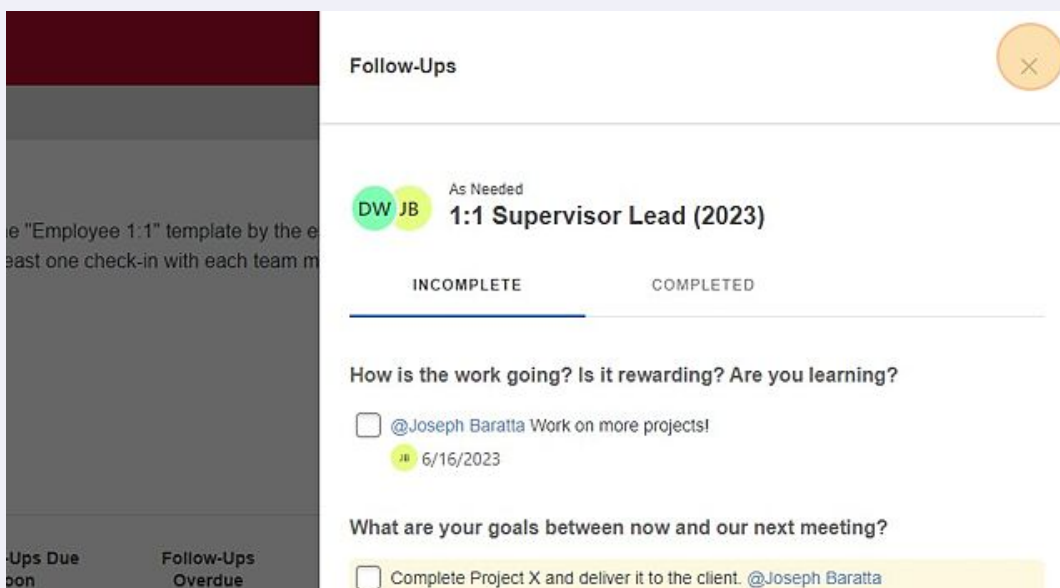
1 From the welcome page, click on "Check-ins"



2 View check-in Follow-Ups, by selecting "Upcoming", "Past" or "Recently Modified". Then click on the "Follow-Ups Due Soon" or "Follow-Ups Incomplete"



3 Review follow-ups



4

Mark off completed follow-ups by clicking on the box beside the task

The screenshot shows a task management interface. On the left, there are two columns: 'Follow-Ups Due Soon' with a count of 2 and 'Follow-Ups Overdue' with a count of 0. Below these columns is a 'Create new check-in' button and two video thumbnails. The main area on the right displays a list of tasks with checkboxes and a survey question. The tasks are: 'Complete Project X and deliver it to the client. @Joseph Baratta' (due 5/26/2023), 'Develop a detailed proposal for an upcoming project. @Joseph Baratta', and 'Take a class on public speaking @Joseph Baratta' (due 5/26/2023). The survey question is 'How is work at the company aligning with your career goals (career path and development plans)'. A blue 'Go to Check-In' button is visible at the bottom right.

You can always re-review the 1:1 check-in if needed. Click "Go to Check-In"

This screenshot shows the same task management interface as the previous one, but with a blue 'Go to Check-In' button highlighted with a yellow circle. The task list is the same, but the 'Complete Project X' task is now checked off. The survey question is still present.