

Group Hygiene Check-in

Ensure Your Team has Created Conditions for Healthy Collaboration

Group hygiene refers to the most basic, everyday practices that prevent relational breakdown and keep a group functioning with trust, clarity, and respect.

Hygiene Practice	Symtoms of Neglect	Acts of Restoration
<p>Presence People are showing up mentally and emotionally</p>	Distracted energy, multi-tasking, repetition	Pause. Invite a breath. <i>Can we all bring our attention back?</i>
<p>Turn-taking The group regulates ai- time so participation is pen to all</p>	Dominance, interruptions, talking over, withdrawal	Invite people to take a beat of silence between speakers,
<p>Naming Unnamed dynamics in the group (e.g., tension, confusion) get spoken</p>	Unspoken tension, confusion, problem behavior	Voice: <i>I'm sensing some uncertainty. Are others feeling it?</i>
<p>Listening to Understand People listen for meaning and demonstrate comprehension</p>	Defensiveness, looping, misinterpretations	Reflect back: <i>What I hear you saying is...</i>
<p>Boundaries / Focus Clarity about what belongs in the conversation and what does not</p>	Conversation drift, sidetracks, fatigue, confusion, overload	Reset: <i>Is this within the scope of this conversation?</i>
<p>Follow-through Agreements are kept or renegotiated</p>	Cynicism, re-litigation of decisions	Confirm: <i>Who is owning this and by when?</i>
<p>Repair Missteps are respectfully acknowledged and addressed</p>	Resentment, guardedness, brittle politeness	Apologize: <i>I'd like to name a misstep, apologize, and reset.</i>

Group Reflection

Which hygiene practice in this group needs tending right now?

What price are we paying individually and collectively for not adequately tending to this basic practice?

What is one significant act of restoration available to us?

BOTTOM LINE: Everyone in the room is a steward of group health. Notice early. Name gently. Restore quickly.