BUILDING TRUST & CONNECTION

A CALENDAR INVITATION AND TIMED AGENDA

The 20-Minute Us Check-In



Choose one ordinary topic. Ask whether now still works for both of you, set a 20-minute timer, and end when you agreed. Either person can suggest another time.

Copy into a calendar invitation

"Twenty minutes for us • [day and time]. Could we talk about [one topic]? I'd love to hear what helped this month and choose one thing to try. Does that time work?"

0–3 minutes · Arrive	"Is now still okay? What moment from this month stays with you?"
3–8 minutes · One example each	"What helped you? Was there something I missed?" Listen before you respond.
8–13 minutes · One topic	Choose one agreement or concern. "How did it go for each of us?"
13–18 minutes · Choose a next step	Agree on one action, who wants to take it, and when.
18–20 minutes · Close	Read the plan back. Ask, "Did I get that right?" Set the next date.

Our one next step, who will take it, and the date of our next check-in

If a bigger subject turns up, give it its own time. Keeping the ending helps the next invitation feel manageable.

For a more in-depth look at how to build trust and connection in your relationship, explore Building Trust and Connection, my 10-week, self-paced course.

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