Four-week icebreaker planner

Pick the days you run an icebreaker, write the format (standup, call, chat, workshop, one-on-one), the host and the question. Leave a day blank to skip it.

	MON	TUE	WED	THU	FRI
Week 1	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION
Week 2	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION
Week 3	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION
Week 4	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION	FORMAT HOST QUESTION

Tip: one icebreaker three times a week is plenty. Rotate the host so everyone answers first once in a while.

Eight-week host tracker

List your team down the left. Mark the week each person hosts, so the job rotates and nobody hosts twice before everyone has hosted once.

NAME	W1	W2	W3	W4	W5	W6	W7	W8

Mark an H in the week each person hosts. Passing is always a full answer.

Question log

Write each question after you use it. A short note on how it went keeps the best ones in rotation and stops repeats.

DATE	QUESTION	FORMAT	WENT WELL?	USE AGAIN?