

ONE-TO-ONE MEETING TEMPLATE



TEAM MEMBER:

DATE:

Personal updates

How was your weekend? How is your family doing? How is your home project coming along?

Progress on short-term work

What are your immediate priorities right now? What are the biggest obstacles in your way? What other tactics could you be trying?

Progress on long-term goals

Tell me about your progress on <insert long term goal(s)>. What are the specific steps you are taking? Have you considered <insert additional strategy or approach>?

How can I help?

Is there anything else I can be doing to support you? What would make things easier? Where do you need help right now?

Follow-up actions for next one-to-one meeting

What are your follow-up items from today's discussion? What follow-up do you have for me? What are the target dates?