

1-1 Agenda Template

Goals this quarter	Current results	Projected results

DATE: _____

1	<p>WINS: What went well / was a highlight this week?</p>
2	<p>UPDATES: Last week I completed: This upcoming week will be successful if: (Write out 2-3 MITs / priorities for the week)</p>
3	<p>ROADBLOCKS, CONCERNS & ITEMS NEEDING INPUT:</p>
4	<p>PERSONAL DEVELOPMENT:</p> <ul style="list-style-type: none"> ● Skill or knowledge I am currently working on: ● Action I took last week: ● Action idea for this coming week: <p>Feedback</p> <ul style="list-style-type: none"> ● One thing I did well was: ● One thing I could have done better was: ● What my manager thinks I did well or could improve: (Ask!) ● What I think my manager did well or could improve:
5	<p>STRETCH QUESTION: (Your manager will ask you a question. No need to fill anything in.)</p>

1-1 Favorite Questions List

Recurring questions (Ask these often!)

Playbacks / split-tracks: So, it sounds like there are two issues, x and y. Which should we focus on first?

Blur questions: What does x mean to you?

SOON questions: What does Success look like? What are the Obstacles? Options? Next steps?

Small talk / opener questions

How are you? How was your week? Weekend? How's your family / pet / hobby? On a scale of 1-10, how happy are you with how the week went? What's been on your mind?

----- STRETCH QUESTIONS -----

Questions to understand their motivators / drivers

When do you feel you are at your best? What conditions create it?

Which part of your work is most energizing? Least energizing? What do you wish you could do less of? More of?

What area under your responsibility are you most satisfied with? Least satisfied with?

What would you say your biggest skill / super-strength is? What % of time do you get to use it? How can we increase it?

Who on the team do you wish you could work with more? Less?

Questions to develop long-term goals

What are your long-term goals? What skills and/or knowledge do you want to develop?

What is the area that, if you made an improvement, would give you the greatest return?

Who in the company would you be excited to shadow / learn more from?

What parts of the business would you like to be more involved in or learn about? What interests you about that?

Questions to develop strategic thinking and org awareness

How do you go about prioritizing your work?

What are the biggest time wasters / savers for you each week? What could you do now to save time later?

When you get stuck on something, what is your process for getting unstuck?

What's a recent situation you wish you handled differently? What would you change? What can you learn from it?

What do you see as your top 3 priorities this quarter / sprint? The team's? The org's?

What is one thing the company can do to better compete? If you were CEO, what would you do differently?

What is one thing we'd be silly not to do to improve our product / services?

Are there any meetings or discussions you feel you should be a part of that you're not? Are you included in any you don't want to be a part of?

Questions about manager's role

What could I do, as your manager, to make your work easier or support you better?

How do you feel about the amount of feedback you are getting?

What are two things that I can do differently or improve? What could I start doing? Stop doing?

What was one thing that your last manager did that you like that I don't do?

What's one thing we, as a team, could do to improve our meetings / ways of collaborating?

What's an inexpensive thing we could do to improve our work environment?

How useful was this 1-1, on a scale from 1-10?

What question do you wish I would ask? What question are you hoping I don't ask?

CAMPS questions. On a scale of 1-10 how would you rate:

Certainty: How clear you feel about what's expected of you, your tasks, and your role?

Autonomy: Your satisfaction with decision power and/or amount of direction you get?

Meaning: How much your work makes a difference for the team / company / world?

Progress: The feeling that you are making a small step forward each week?

Social Inclusion / Belonging: Your connection to the team and inclusion in things you want to be included in?

