# 1:1 Pre-Meeting Form

Complete this form and send to your manager the day before your 1:1.

### Name:

### Date:

### Personal Headlines

Plans, vacations, family news, updates on your life

* XXX (fill in as many bullets as you need)
* XXX

### Celebrate the Last Month

Accomplishments, special wins and inspiration since we met last

* XXX (fill in as many bullets as you need)
* XXX

### Updates on Projects and Areas of Responsibility

List your projects and areas of responsibility and provide key updates

* XXX (fill in as many bullets as you need)
* XXX

### Updates on Team Members

List all team members for whom you are the line manager and add any updates

* XXX (fill in as many bullets as you need)
* XXX

### Key Focus Areas for the Next Two Weeks

Where will you focus your energy during the next two weeks?

* XXX (fill in as many bullets as you need)
* XXX

### What Help or Support Do You Need? Any Concerns?

* XXX (fill in as many bullets as you need)
* XXX

### Development

Goals and actions that have come out of your development conversations

* XXX (fill in as many bullets as you need)
* XXX