# Preparing for Your 1:1 Meetings[[1]](#footnote-1)

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| Ask Yourself These Questions  What should I follow up on from our last 1:1 based on my  follow up notes?  What do I need to communicate? What projects do I need an update on? What projects or work that I am doing do I want to update them on? What organizational issues/news/efforts can I share? What meetings have I just attended and what did I learn? What are the common items I need to get out to everyone – about schedules, projects, workload or our team?  What positive feedback can I give?  Is there corrective feedback I need to give?  Is there something I can delegate? What project, task or work would be helpful for their development? |

## Questions You May Want to Ask During the 1:1

Tell me about your week – how has it been?

Tell me about your family/weekend/ activities.

What are you worried about at work?

Any ideas/suggestions/improvements?

What questions do you have?

How can I help?

How are you going to approach this?

What are your thoughts on these changes?

How do you think we can do this better?

What can you/we do differently next time?

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| Format for 1:1 Meetings  This meeting is FOR your direct report, so make sure they have the time they need to give you updates and ask questions. Also use this time to update them on work you’re doing and other news they should know. You should also touch on their development plan periodically.  Team Member Update  Manager Update  Development/Follow Up |

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| --- | --- |
| 1:1 Tracking Form *(for manager reference only)* | |
| Team Member: XX Birthday: XX | Start Date: |
| Personal/Notes:  Partner, children, pets, hobbies, friends, history, etc.   * XX * XX * XX * XX | |
| Direct Reports:  XX  XX  XX | |
| Key Projects/Areas of Focus:  XX  XX  XX | |

## Meeting Topic Ideas and Reminders

* XX
* XX

## Meeting Notes

Take notes below for each 1:1 meeting you have; put your most recent meeting at the top. You’ll have this running history of what you’ve talked about, in addition to the 1:1 forms that your team will fill out before each meeting.

Date:

Notes:

* XX
* XX
* XX

Date:

### Notes:

* XX
* XX
* XX

Date:

Notes:

* XX
* XX
* XX

1. Some concepts leveraged from manager-tools.com [↑](#footnote-ref-1)