

1:1s with [NAME]

Template (make a copy on a new page for each 1:1)

Date:

Before (prepare)

Good list to fill in during the week. As news and feedback comes up, think about what would be useful to bring to your next 1:1. Look through it at the start of the day or a few minutes before your 1:1.

- Review reflection from the last 1:1, to refresh memory of the main points that came up.
- What do I want to bring up? Any company context or feedback?
- What is my state of mind? Is there anything else on my mind?

After (download and reflect)

Spend five minutes on this list, ideally right after your 1:1 when the conversation is still fresh.

- What main points did they bring up today? Where did we get to? (keep this in a doc shared with your direct report)
- How did their morale and perspective on things look?
- How did the conversation feel? What am I noticing? Did anything set off my Spidey-Senses?
- How did I show up? What mode was I in?
- What did I say I would do? (or, what actions did I take away?)