**1:1 Worksheet**

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| 1:1 meetings are held between one manager and one team member. They are used to exchange information, discuss troubling issues, uncover problems, and review important items. 1:1 should be scheduled for one hour so the team member feels that there is enough time to get into the thorny issues. A good reference for 1:1 meetings is “High Output Management” by Andy Grove. The 1:1 meeting agenda should be set by the team member. Some sample questions are outlined below as a guide.  |

**Manager:**

Check in with employee. How was your weekend?

Offsite dates/ administrative tasks

What can I help you with? Are there any roadblocks that I can help remove?

Is there anything I should be doing for you that I am not?

What else is on your mind?

**Team Member:**

What I worked on last week/ project updates

Did any roadblocks come up last week?

What I plan to do this week with specific tasks to accomplish

Potential delays to projects

Forward looking: can I work on a new project with the team