



Weekly 1:1 Meeting

Adapt this template as needed.

Planning

- Date:
- Intention:
- Attendees:
- Key Issues:

Discussion Questions

- What has been the highlight and lowlight of your past week?
- Goals – how are you tracking this past week? Any roadblocks I can help remove?
- What, if anything, feels harder than it should be in your day-to-day work?
- If there was one thing I could do differently to help you more, what would it be? (What does support look like to you?)
- On a scale of 1-10, how happy are you with your performance? How can we get closer to 10?
- Feedback: Can I share specific “start” and “stop” behaviors I believe would help you? Do you have any for me?
- [After sharing company and group updates] Do you have any questions/feedback on company policy, procedures, or culture?
- On a scale of 1-10, how happy are you with your work-life balance? How can we get closer to 10?

Action Items

Key Tasks	Owner	Due Date

