Manager 1:1 Meeting Tool

Research shows that managers can dramatically boost team productivity, morale, and engagement when 1:1s are done effectively.

Use this tool during your regularly scheduled 1:1s to track how your employees are doing with their projects and within the organization. You might consider having your employee fill this out before your 1:1 so that you can anticipate areas of focus.

Before each meeting, center yourself and mentally prepare by revisiting the previous notes you took.

1. **Well-Being Check-In** *(e.g. “How are you feeling at work this week?”)*

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Notes:

2. **Progress on Priorities** *(e.g. What’s happened since we last connected?)*

Notes:
3. Upcoming Goals *(e.g. What are your top goals for this coming week?)*

Notes:

4. Challenges *(e.g. What clarity can I provide? How can I assist to help move things forward?)*

5. Gratitude *(e.g. What went well? Who supported you? What are you thankful for?)*

6. Company Pulse Check *(e.g. How confident are you in the organization’s ability to be successful and thrive?)*

*Change this question from week-to-week and gain additional company-focused insights. (e.g., What suggestions do you have for us as a company to build trust?)*