



NAME OF DIRECT REPORT



DATE

### HOW TO USE THIS TOOL

1. Fill out your direct report's name and the date.
2. Duplicate the page as many times as needed using your preferred PDF reader, so you can track your 1:1 conversations over time.

## Relationship-Building

10%

### QUESTIONS

- How are you feeling?
- How is everything?
- What's something fun you did last weekend or have coming up this weekend?
- What have you been watching or reading lately?

### NOTES

## Wins

25%

### QUESTIONS

- What were your wins since our last meeting?
- What were you most proud of?
- What did you enjoy most about it?
- What could have made it better?

### NOTES

## Frustrations

25%

### QUESTIONS

- What has frustrated you since our last meeting?
- How long have you felt this way?
- What can be done to avoid this frustration?
- How can I help?

### NOTES

## Projects

25%

### QUESTIONS

- What are your current priorities?
- What do you want to achieve this week?
- What are your blockers?
- What support do you need from me or others?

### NOTES

## Feedback & Recap

15%

### NEXT STEPS

- Share what you observed and the impact on others
- Check in on feedback you talked about last time
- Recap any next steps identified throughout the meeting

### NOTES