

# Worksheet: 1-on-1 prep for managers

Use this guide to think through and document topics that you'd like to discuss with each of your direct reports. It's usually best to cover the first item in every 1-on-1, but you likely won't have time to get through everything else, every time. You can always prioritize and/or rotate through topics in subsequent 1-on-1s.

Team member's name:	
Date:	
Outcome and follow-up items from previous 1-on-1:	
The person's overall development goals:	
Current development focus:	
Reinforcing feedback I want to provide:	
Redirecting feedback I want to provide:	
Projects or tasks I want to ask about:	
<p>Questions I want to ask:</p> <p><i>Suggestions:</i></p> <ul style="list-style-type: none"> <li>• <i>Is there anything I can do to help with your work?</i></li> <li>• <i>What are you most concerned about?</i></li> <li>• <i>What's your No. 1 problem? Why?</i></li> <li>• <i>What's the biggest opportunity we're missing out on?</i></li> <li>• <i>What are we not doing that we should be doing?</i></li> <li>• <i>Are you happy working here?</i></li> <li>• <i>What development areas do you want to work on this week?</i></li> <li>• <i>What have you learned this last week?</i></li> <li>• <i>Do you have any feedback for me on how I could improve as a manager?</i></li> </ul>	