One-on-One Agenda and Notes

Companion to "The One-on-One Meeting" 30 MINUTES, WEEKLY

HOW TO USE THIS SHEET

1. Keep the time fixed. Reschedule if you must, never cancel, and do not shorten it.
2. Open with something that is not a task: a specific appreciation, a recent success.
3. Work the agenda: urgent items, then standing ones, then follow-ups from last time.
4. Listen more than you talk: their work, their concerns, their development.
5. Close on purpose: thank them, summarise, confirm the next date before you stand up. Notes are for your reference only.

WITH

DATE

01 Opening

Appreciation for something specific. A recent success.

02 Urgent items

03 Standing items and deadlines

04 Follow-up from last time

Action points, feedback on recent work.

05 Their concerns and development

What they raise. What they want to grow into.

06 Agreed, and support needed

Who does what. What they need from you.

07 For next time

Next date confirmed in the room. Points to pick up.