

Improve the sync: enhance your weekly 1:1s

Meeting Agenda:

Monday, Aug 26, 2024
9:30 - 10:00a

Attendees:

Personal Check-In

- How are you feeling this week?
- What's been a highlight of your week so far, professionally or personally?
- Is there anything pressing you want to talk about?

Review progress & setbacks

- What progress have you made toward your goals this week?
- Are there any challenges or blockers you're facing?
- How can I support you in moving some of these blockers?

Discuss Priorities and Goals

- What are your top priorities for next week?
- Are there any new projects or tasks on your radar?
- How can I assist you in achieving these goals?

Feedback and Development

- What feedback do you have for me as your manager?
- Is there any feedback you'd like from me?
- Are there skills or areas you'd like to develop further?

Wrap up & action items:

- _____
- _____
- _____