

1:1 checklist

Person, not status. Next move. Feedback that is still warm. Status belongs in writing.

WITH

DATE

30 / 45 MIN

Before

- ☐ I read their last notes / written status. This is not a status meeting.
- ☐ I have one piece of specific, still-warm feedback — or I will say I do not.
- ☐ I know one career / growth question to ask if they do not bring one.

During — they talk first

WHAT IS ON THEIR MIND

BLOCKERS ONLY THEY WILL SAY IN PRIVATE

FEEDBACK GIVEN (BEHAVIOR + NEXT MOVE)

Close

THEIR NEXT MOVE

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MY NEXT MOVE

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If you talked more than they did, you ran a briefing. Try again next week.