

Employee: _____

Position: _____

Date: _____

Managed by: _____

One-on-One Agenda

<p>1. What priorities are you currently working on? <i>Work with manager to determine priorities</i></p> <ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>	<p>2. Which tasks were you able to complete last week? <i>Refer to last week's agenda</i></p> <ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>
<p>3. What tasks will you work on this week?</p> <ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>	<p>4. Did anything keep you from being productive recently?</p>
<p>5. When did you feel like you were on a really productive streak?</p>	<p>6. What is something you're proud of accomplishing since our last one-on-one?</p>
<p>7. What part of your work is most energizing? What is most difficult?</p>	<p>8. What else would you like to discuss? Is there anything on your mind?</p>

Manager To-Dos:

Employee To-Dos: