



One-to-One Meeting Planner

My Name: _____

With: _____

Date: _____

The most important thing(s) to discuss in this 1 - 1 meeting is:

- ...
- ...

Recent accomplishments

- ...
- ...
- ...

Not Getting Done

- ...
- ...
- ...

Key issues facing me

- ...
- ...
- ...

Opportunities now possible

- ...
- ...
- ...

Prioritize the above

1. ...
2. ...
3. ...
4. ...

Action Items from this 1-1

Description _____ Who By

- ...
- ...
- ...
- ...