

*Consider using this format for 1-1's. Ask subordinate to complete in advance and use it to focus on meaningful topics for as well as a means for encouraging accountability*

## **1-1 Agenda**

**Date:**

- 1. What have I accomplished since our last One-to-One?**
  
  
  
  
  
  
  
  
  
  
- 2. What I didn't get done and intended to:**
  
  
  
  
  
  
  
  
  
  
- 3. What are the *issues/opportunities* I am working on which I would like to discuss in the One-to-On**
  
  
  
  
  
  
  
  
  
  
- 4. I want to use [my boss] in this One-to-One to:**
  
  
  
  
  
  
  
  
  
  
- 5. What I commit to do before the next One-to-One:**



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