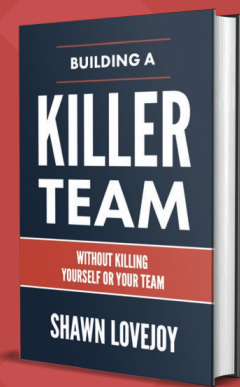


BUILDING A KILLER TEAM WITHOUT KILLING YOURSELF OR YOUR TEAM



One-on-One Meeting Template

Meeting Date: _____

Team Member: _____

Use this weekly agenda to have productive conversations with your team: check in on goals, collect feedback, share wins, detect red flags and more.

What has been the highlight and lowlight of your past week?

Goals - how are you tracking this past week? Any blockers I can help remove?

What, if anything, feels harder than it should be in your day to day work?

If there was one thing I could do differently to help you more, what would it be?

On a scale of 1-10 how happy are you with your work life balance? How can we get closer to 10?