

GOOD One-on-One Meeting

With: _____

Date: _____

Use this worksheet to help guide an effective one-on-one conversation. Modify it to make it work for you!

Goals

What long-term goals have we agreed to?
How have things gone since we last spoke?
What are our plans until next time?

Obstacles

What's standing in your way?
What have I noticed getting in your way?
What can I do to help? What can you do?

Opportunities

What are you proud of that people don't know about?
Do you feel you're growing toward where you want to be?
What could we do to make this your dream job?

Decisions

What actions will you take before next time?
What actions will I take before next time?
What other big decisions did we make?

GOOD Feedback is

- **Specific** ("Can you give me an example?")
- **Frequent** ("Wish I'd known this sooner...")
- **Outcome-Focused** ("Why does this matter?")
- **Positive** ("What am I doing well?")
- **Conversational** ("When do I get to talk?")