

REALITY-BASED LEADERSHIP

Ego Bypass Tool

ONE-ON-ONE MEETING AGENDA

If you have a small team, it is ideal to plan a quick one-on-one with each of your people once a week. The benefit is that you keep abreast of any issues as they arise, so they don't metastasize, and that your people always know when their next scheduled one-on-one is, so they can save up any noncritical questions for the meeting.

Here's an example of what an agenda for such a meeting might look like:

NAME:

WEEK ENDING:

What has been the most challenging part of your week?

What has been the most rewarding part of your week?

Goals or planned actions for the week:	Progress on the goals or planned actions:
1.	1.
2.	2.
3.	3.

Issues to review:

Resources needed:

Questions:

Next week's goals or planned actions:

1. _____
2. _____
3. _____

Additional discussion points: