

Staff - One-to-One Prep Form



Objectives: *To enrich* the value of your one-to-one time by focusing on what is of greatest value to you. You pick it: *To maximize* your growth and development and *to increase* your effectiveness as a leader.

Name

Date

What is the most important thing we should be talking about? 1. 2. 3.		What have you accomplished since last we spoke?		
What key projects are you currently working on? 1. 2. 3.		What isn't working right yet in our organization?		
What is the largest long-term opportunity facing our company?		What could you be doing about it this month?		
What's the most important decision you're facing?		What's keeping you from making it?		
Your Direct Reports: 1. 2. 3. 4. 5.	Effectiveness (1-10) this month: 1. 2. 3. 4. 5.	How are you doing relative to your personal plans? (1-10 with reasons)		
		Financial – Business		
		Financial – personal		
		Relationships		
		Health		
		Spiritual		
What single thing could you do this month to bring the most value to our company?		Family		
		For you		
		Motivation		
Update on key goals: 1. 2. 3.		Update on key indicators: 1. 2. 3.		
30 Day Priorities: 1. 2. 3.		Action Items with Due Dates: 1. 2. 3.		