

Monthly One-on-one Meeting

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This agenda template is a starting point for your monthly 1:1 and should help you lay the foundation for productive conversations with your team!

- ☐ What was your work and non-work highlight of the past month?

Summary:

Next Steps:

- ☐ Goals - how are you tracking and feeling about all things numbers/statistics?

Summary:

Next Steps:

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

Summary:

Next Steps:

- ☐ How have you felt about my level of presence/support over the past month?

Summary:

Next Steps:

- ☐ What is one thing I could experiment with doing differently this month to help you more?

Summary:

Next Steps:

- ☐ Do you feel you're getting enough feedback on your work? If not, where would you like more feedback?

Summary:

Next Steps:

- ☐ What is one thing you'd like to do more of outside of work this coming month?

Summary:

Next Steps:
