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**04 PRIORITIES THIS WEEK**

The 1–3 things that will move a Key Result forward before the next check-in.

PRIORITY

LINKED KEY RESULT

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**05 DEVELOPMENT AND FEEDBACK**

One question each direction.

What feedback do you have for me?

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What support do you need from me?

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**06 ACTION ITEMS**

Every 1:1 ends with named actions. No action items = no accountability.

ACTION

OWNER + DUE DATE

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**07 NOTES**

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