One-on-One Meeting Agenda

A simple weekly rhythm for grown-up conversations: what's hard, what's working, what's next.

NAME _____ **DATE** _____

What has been the most challenging part of your week?

What has been the most rewarding part of your week?

GOALS & PROGRESS

Three at most – keep it honest.

This week's goals or planned actions

1

2

3

Progress on last week's goals or planned actions

1

2

3

BRING IT UP

Issues, resources, questions, name them here.

Issues to review

Resources needed

Questions

LOOKING FORWARD

Set the next week up before you leave the room.

Next week's goals or planned actions

1

2

3

Additional discussion points

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