



Manager cheat sheet 1:1 meeting tool

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MANAGER 1:1 MEETING TOOL

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TEAM MEMBER

POSITION
DATE

Use this tool during your regularly scheduled 1:1s to track how your team members are doing with their projects and within the organisation. You might consider having your employee fill this out before your 1:1 so that you can anticipate areas of focus.

1

WELL-BEING CHECK-IN

How are you feeling at work this week/month/quarter?
On a score 1 (Terrible) to 10 (Amazing) what's your score?

.....

2

PROGRESS ON PRIORITIES

What's happened since we last connected?

.....

Goal 1

Goal 2

Goal 3

3

UPCOMING GOALS

What are your top goals for this coming week/month/quarter?

Goal 1

Goal 2

Goal 3

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4

CHALLENGES

What clarity can I provide?

How can I assist to help move things forward?



5

SUCCESS

What went well? Who supported you?

What are you thankful for?



6

COMPANY PULSE CHECK

How confident are you in the organisation's ability to be successful and thrive?

What suggestions do you have for us as a company to build trust?

Prepare a set of both closed and open-ended questions for the conversation.

Here are some additional ideas:

- Is your workload reasonable? If it isn't, can you suggest solutions that we could implement together to address the problem?
- Are you able to ask colleagues with more experience than yourself for help, support or input when it comes to achieving your goals?
- As things stand, do you think the team will be able to achieve [name a collective team goal]? Why?

Let Me Support Your Leadership Development

Contact

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Enhance how you connect, influence and inspire others

Overwhelmed, afraid, burned out, lost, not good enough... Are these feelings familiar to you?

Sometimes, our careers put us in challenging situations that have a direct impact on our performance and in our lives.

But the good news is you already have the power to get wherever you want. You just need to rediscover your potential and nourish it to make the most of your performance, so that you can achieve a healthy work-life balance in your life.

As a certified coach, my goal is to help you become the best version of yourself, at work and in life; supporting you in your journey to becoming who you want to become.



**"I believe we can all reach our potential
and develop the skills required to deal
with changing environments."**

