



Your 1:1 Meeting Template

***Your guide to more
effective 1:1 meetings***

The 101 of 1:1s

The 1:1 meeting is a manager's most powerful tool. But how do you get started? Here are the 4 "do's" of an impactful 1:1 meeting.



1. Set a Realistic Cadence (and stick to it)

Start with weekly or bi-weekly 1:1s based on your teams availability and size.



2. Determine a timeframe that works

Whether it's 25 minutes or 45, block a window that allows enough time to connect & conquer.



3. Create a collaborative agenda

Having a prepared, shared agenda with topics allows you to be on the same page right away. Whether you use a shared notes document like Google Docs or a tool like [Leadr](#), a collaborative agenda helps you stay better aligned and organized.



4. Let the individual contributor lead

Protect the purpose of the 1:1 by allowing the team member to drive at least half of the meeting topics.

Every effective 1:1 meeting should make time for three topics:

1. Care

How is your team member doing with their personal and professional health?

2. Development

What goals or growth are you helping each other with?

3. Performance

What feedback on performance, whether it's performance or development can you offer each other?

Tip: It can be tempting to spend your entire 1:1 discussing new projects, delegating, and getting approvals. While projects are important, they shouldn't take over your 1:1s. If you find this happening, it might be a red flag that you don't spend enough time during the week aligning on projects.

Sample Agenda

Care (10 minutes)

How are you caring for yourself this week?

Are you logging off of work enough to recharge?

What's something you're proud of from last week?

Development (10 minutes)

What's something you'd like to try but haven't yet?

How can I help progress your career goals?

Do you have the resources you need to succeed?

Performance (10 minutes)

What are your wins and learnings from last week?

How are you progressing on your goals?

Are there roadblocks I can move for you to continue any projects?

Alignment & Projects (15 minutes)

Remaining time can be spent aligning on the week ahead, sharing important updates, providing feedback and revisiting goals.

Getting Started

Share this plan with your team and align on expectations for more productive 1:1 meetings.

Select meeting topics ahead of time and come to your meeting prepared to discuss.

Continue learning. We offer a number of free resources to help you level up your 1:1 meetings. Get started with our:

- **[101 of 1:1s email series](#)** with 12 weeks of tips from Leadr CEO, Matt Tresidder.
- **[Full 1:1 meeting guide](#)**. (Pst. this is our most frequently requested resource. Be sure you get your hands on it.)

Did you know Leadr allows you to create collaborative meeting agendas to help you prepare well, share notes, and keep everything in one place. **[Request a custom Leadr tour with one of our team members here.](#)**

Can we show you around the Leadr platform?
[Request a demo today.](#)

