

One-on-One Meeting Template

The report sets the agenda and the meeting runs about 30 minutes, weekly or biweekly: a consistent cadence matters more than the length of any single meeting.

With: _____

Date: _____

Check-in

How are things going generally? How are you feeling?

Prior action items (from the last meeting)

Current work, progress + wins

What have you been working on? What's gone well? What do you want to improve?

Blockers + support needed

What's slowing you down right now? What can I do to help?

Feedback (both directions)

Report to manager: what's one thing I could do differently?

Manager to report: observations, wins to celebrate, follow-up requests

Development (periodic, not every meeting)

What are you enjoying most in your work? What are you proud of from the past year? Where do you want to be in the next year or two? What can I do to help you get there?

Next steps (both people commit)

What will YOU do to make progress on what we talked about today?

What will I do, as the manager, to make progress on what we talked about today?

Next meeting date:

Right after the one-on-one, talk through a two minute debrief and InstantOwl turns it into structured notes with both people's action items labeled. instantowl.com