Meeting Agenda

*1:1*

Employee’s Name

Date: MM/DD/YYYY

# Good news

What are your work accomplishments from the previous week or month?

List down your wins here.

Feel free to include progress on unknished tasks.

What are the non-work highlights you'd like to share?

Share non-work-related wins here.

# To do's

How are you feeling about your progress so far?

Describe your answer here.

What are the tasks that you need to accomplish in the coming week?

List down your tasks here.

Make sure to add priority items krst.

# Blockers

What are the challenges or obstacles preventing you from reaching your goals?

Flag any blockers here.

Is there anything in your day-to-day work that feels harder than it should be?

Identify any challenging tasks here.

# Support needed

What support do you need to reach your goals?

List down any support needed here.

Are there any tasks that you need help with?

If you need support on specikc tasks, list them here.

Is there anything else you'd like to talk about in this meeting?

Answer here.

How do you feel about your workload and work-life balance?

Answer here.

Do you have any questions or feedback?

Answer here.

*Others*