Meeting Agenda

1:1

Date: MM/DD/YYYY

Employee's Name

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| Good news | What are your work accomplishments from the previous week or month?  List down your wins here.  Feel free to include progress on unﬁnished 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 ﬁrst. |
| 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? |

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|  | If you need support on speciﬁc tasks, list them here. |

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| Others |
| Do you have any questions or feedback?  Answer here. |
| How do you feel about your workload and work-life balance?  Answer here. |
| Is there anything else you'd like to talk about in this meeting?  Answer here. |