

# 1-1 Agenda Template

Get the most out of your one-on-ones by co-creating an agenda template with each person on your team.  
Check out the sample below from LifeLabs Learning:

**Pro-tip:** Clarify that 1-1s are their time for growth and coaching (not status updates), and ask them to come to each 1-1 with the agenda filled in so they can get the most out of your time together.

<b>Status updates:</b> <i>Keep this updated so there's no need to discuss unless you'd like input.</i>		
Goals this quarter	Current results	Projected results

DATE: \_\_\_\_\_

**WINS:** *What went well or was a highlight this week?*

**PRIORITIES ALIGNMENT CHECK:** *What are your MITs (Most Important Things) for this week?*

**MY CAMPS SCORE (1-10):** *Fill it in and flag it if there's something you'd like to discuss.*

Certainty \_\_\_\_ Autonomy \_\_\_\_ Meaning \_\_\_\_ Progress \_\_\_\_ Social inclusion \_\_\_\_

**ROADBLOCKS OR CONCERNS:** *Where are you stuck or need input, coaching, and/or feedback?*

**DELIBERATE DEVELOPMENT:**

- **Feedback:**
  - What my manager thinks I did well or could improve:
  - What I think my manager did well or could improve:
- **Personal development:**
  - Skill or knowledge area I am working on:
  - Action I took last week to build this skill/knowledge area:
  - Action I will take this week:

**STRETCH QUESTION:** *Your manager will ask you a different question each time!*

# 1-1 Questions List

Ask a different ‘stretch question’ in each one-on-one meeting to spark insight, growth, and connection.  
Below is a list of our favorite questions based on our research at LifeLabs Learning:

## Recurring questions (Ask these often!)

Playbacks / split-tracks: So, it sounds like there are two issues, x and y. Which should we focus on first?

Deblur questions: What does X mean to you?

SOON questions: What does Success look like? What are the Obstacles? Options? Next steps?

## Small talk / connection / opener questions

How are you? How was your week? Weekend? How’s your family / pet / hobby? On a scale of 1-10, how happy are you with how the week went? What’s been on your mind?

## Questions to understand their motivators / drivers

When do you feel you are at your best? What conditions create it?

Which part of your work is most energizing? Least energizing? What do you wish you could do less of? More of?

What area under your responsibility are you most satisfied with? Least satisfied with?

What would you say your biggest strengths are? What % of time do you get to use them? How can we increase that?

## Questions to develop long-term goals

What are your long-term goals? What skills and/or knowledge do you want to develop?

What is the area that, if you made an improvement, would give you the greatest return?

Who in the company would you be excited to shadow / learn more from?

What parts of the business would you like to be more involved in or learn about? What interests you about that?

## Questions to develop strategic thinking and organizational awareness

How do you go about prioritizing your work?

What do you see as your top 3 priorities this quarter / sprint? The team’s? The org’s?

What are the biggest time wasters / savers for you each week? What could you do now to save time later?

What’s a recent situation you wish you handled differently? What would you change? What can you learn from it?

Are there any meetings or discussions you feel you should be a part of that you’re not or vice versa?

## Questions about the manager’s role

What could I do, as your manager, to make your work easier or support you better?

How do you feel about the amount of feedback we are giving each other?

What was one thing that your last manager did that you like that I don’t do?

What’s one thing we, as a team, could do to improve our meetings / ways of collaborating?

What question do you wish I would ask? What question are you hoping I don’t ask?

How useful was this 1-1, on a scale from 1-10?

## CAMPS questions. On a scale of 1-10 how would you rate:

**Certainty**: How clear you feel about what’s expected of you, your tasks, and your role

**Autonomy**: Your satisfaction with your decision-making power and/or amount of direction you get

**Meaning**: How much your work makes a difference for the team / company / world

**Progress**: The feeling that you are making a small step forward each week

**Social Inclusion**: Your connection to the team and inclusion in things you want to be included in



LifeLabs Learning is the go-to leadership skills accelerator for 1,000+ innovative companies. We train managers and teams in ‘tipping point skills’ — small changes that make a big impact on performance and engagement — and help weave them into the fabric of company culture. Our learning experiences are short, fun, science-backed, and immediately practical.