GOAL GETTIN' 1:1s

The purpose of this template is to help structure your discussion, organize your thoughts, document decisions and action items, action item owners, timelines, and next steps.

Whatever you do, do not wing your 1:1 s. Effective 1:1s require prep work!

AGENDA ITEM #1	
AGENDA ITEM #2	
AGENDA ITEM #3	
ACTION ITEMS/OWNERS	