

# The Deliberate 1:1 Prep Template

For the leader running the 1:1 — Because good intentions aren't enough. Practice is what people feel.

NAME _____	MEETING WITH _____	DATE _____
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## WHAT I KNOW ABOUT THIS PERSON

WHAT THEY'RE WORKING TOWARD _____ _____ _____	WHAT'S BEEN WEIGHING ON THEM _____ _____ _____
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## QUESTIONS I WANT TO ASK

**Curiosity over assumption.** Before this 1:1, ask: what am I assuming about this person right now? Write one of those assumptions below as a question instead.

1 What's taking up the most mental energy for you right now? \_\_\_\_\_

2 What's one thing that would make your work easier or better this week? \_\_\_\_\_

3 My assumption-turned-question...  
\_\_\_\_\_

## FEEDBACK I OWE THIS PERSON

+ Something specific they did well (what, when, why it mattered)  
\_\_\_\_\_

>> A developmental nudge, if appropriate for this meeting  
\_\_\_\_\_

## REPAIR CHECK

**Strong relationships aren't the ones without conflict.** They're the ones where we address it. If something is sitting unresolved between you and this person, this is the moment to name it.

-> If I need to address something, how will I open it?  
\_\_\_\_\_

# The Deliberate 1:1 Prep Template

For the individual contributor — Show up prepared. Make your work visible. Lead from where you are.

NAME _____	MEETING WITH _____	DATE _____
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## WHAT I WANT TO COMMUNICATE

PROGRESS TO SHARE _____ _____ _____	WHERE I'M STUCK _____ _____ _____
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## WHAT I WANT MY MANAGER TO KNOW

**Your manager can't advocate for what they don't know.** This section is about visibility, not bragging. What context do they need to support you well?

1 One thing I'm working on that they may not have full visibility into...  
\_\_\_\_\_

2 Something about my workload, energy, or capacity worth naming honestly...  
\_\_\_\_\_

## MY DEVELOPMENT

-> Where I want to grow — and whether I've said that out loud to my manager yet  
\_\_\_\_\_

\* One opportunity I want to ask about or advocate for  
\_\_\_\_\_

## RELATIONSHIP CHECK

**Unresolved friction doesn't go away — it goes underground.** If something landed wrong or feels off between you and your manager, naming it is a leadership behavior, regardless of your title.

-> Is there anything sitting between us that I need to address?  
\_\_\_\_\_