

Draft 1to1

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Monthly templates 1to1

☐ How can we improve the way our team works together?

Summary:

Next Steps:

☐ What was a win that you had last week?

Summary:

Next Steps:

☐ Is there any other feedback you'd like to share with [employee name]?

Summary:

Next Steps:

☐ AMA (Ask Me Anything)

Summary:

Next Steps:

☐ What did you learn?

Summary:

Next Steps:

☐ Outstanding items

Summary:

Next Steps:

☐ What support can we offer?

Summary:

Next Steps:

☐ How can I best support the team as a manager?

Summary:

Next Steps:

☐ If you were a character in any book, movie, or TV show, who would you be?

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

Summary:

Next Steps:

☐ **What's one win you had this past week? (personal or professional)**

Summary:

Next Steps:

☐ **Anything else you'd like to share or discuss?**

Summary:

Next Steps:

☐ **What are your top highlights since our last check in?**

Summary:

Next Steps:

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