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## Sales manager/director one-on-one

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This is a time for the Sales Manager to meet with their Director to discuss trends, forecast and team updates.

### WEEKLY

- Icebreaker: What's one thing you learned last week?

Summary:

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Next Steps:

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- How are you pacing towards targets?

Summary:

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Next Steps:

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- Are there any deals at risk of slipping? What help do you need?

Summary:

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Next Steps:

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### MONTHLY/QUARTERLY

- Team updates. Who's doing well? Who's struggling?

Summary:

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Next Steps:

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- What is the one thing you're working on to advance your career?

Summary:

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Next Steps:

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**Want meeting notes like this with no extra work?**

With Hypercontext by Spinach, every meeting has a shared