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: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **How are you pacing towards targets?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

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

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

MONTHLY/QUARTERLY

- [ ] **Team updates. Who's doing well? Who's struggling?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

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

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared