The Ultimate One-on-one Meeting

Generated by Hypercontext.com

Use this meeting agenda template as a starting point for your 1:1s. Both people own this meeting and are expected to add content to it. Default topics are recommendations based on data published by Hypercontext found to build a high performing teams. Read more about this template: https://hypercontext.com/agenda-templates/ultimate-one-on-one-meeting

- [ ] **Icebreaker: Choose a suggested question in hypercontext and talk about it**

  Summary: Next Steps:

EVERY WEEK

- [ ] **OKR & Goals Checkin (Quick 🟢🟡🔴 Rating)**

  Summary: Next Steps:

- [ ] **On a scale of 1-10, how are you feeling this week?**

  Summary: Next Steps:

- [ ] **Your feedback to me from last week...**

  Summary: Next Steps:

- [ ] **My feedback to you from last week...**

  Summary: Next Steps:

- [ ] **Let's review any next steps from this meeting together before we leave**

  Summary: Next Steps:

PERIODICALLY

- [ ] **What should we do next QTR to get more traction towards company goals?**

  Summary: Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

- [ ] What professional goals would you like to accomplish in the next 6 to 12 months, and wha t makes you say that?

Summary: Next Steps:

- [ ] What's blocking you from achieving your goals this month? Anything I can do to help?

Summary: Next Steps:

ONE AND DONE THINGS

- [ ] Why we're doing one-on-ones?

Summary: Next Steps:

- [ ] How to use Hypercontext for one-on-ones

Summary: Next Steps:

- [ ] What are each-others communication preferences during work?

Summary: Next Steps:

- [ ] What's the best way for sharing feedback with each other?

Summary: Next Steps:

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