

## One-on-One Productivity Profile

**What are the  
BEDROCK BASICS  
of GREAT One-on-Ones?**

- Regularly Scheduled
- Never Missed
- *Primary Focus on The Team Member*
- Notes & Follow Up *Critical*

### WHEN Do We Do One-on-Ones?

One-on-Ones are *Sacrosanct* -  
Good Managers *Never* Miss Them

- For **Most** Managers, **Weekly** With Each Team Member
- For **Some** Managers, **Bi-Weekly** With Each Team Member
- For **Only a Few** Managers, **Monthly** With Each Team Member

### WHO Shall I Conduct One-on-Ones With?: All Direct Reports

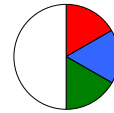
### WHERE Do We Conduct One-on-Ones?

- The Key is NOT IN PUBLIC - It does NOT have to be "in private"
- If you have an office, in your office with the door closed
- If you have a cubicle, at your desk, with sensitivity

### WHAT Do We Do and HOW Do We Do It?

**How Long? 30 Minutes**

- 10 Mins For **Them**
- 10 Mins For **You**
- 10 Mins For **Career/Growth/Development**



### HOW Shall I Prepare?

**Ask Yourself These Simple Questions:**

**What do my follow up notes say I need to check on?** Am I committed to following up? What notes should I make now? How might I ask that question? Am I *really* committed to following up?

**What must I communicate?** What behavior of his/hers am I focusing on? What projects or work am I involved in? What organizational issues/news/efforts can I share? What meetings have I just attended - what did I learn? What are the common items I need to get out to everyone - about schedules or projects or workload or our team?

**What positive feedback can I give?**

**What corrective feedback am I going to give?**

**Is there something I can delegate?** What project, task or work would be helpful to their development?

### WHAT Are Some Questions I Can Ask?

Tell me about what you've been working on?	What questions do you have about this project?
Tell me about your week - what's it been like?	Where do you think I can be most helpful?
Tell me about your family/weekend/ activities?	How are you going to approach this?
Tell me about anything you stumbled over.	What are your thoughts on my changes?
Would you update me on Project X?	What do you think about it?
Are you on track to meet the deadline?	So, you're going to do "X" by Tuesday, right?
What questions do you have about the project?	How do you think we can do this better?
What areas are ahead of schedule?	What are your future goals in this area?
What areas of your work are you confident about?	What are your plans to get there?
What worries you?	What can you/we do differently next time?
What suggestions do you have?	Tell me about what you've learned on this project?

## One-on-One Promises & Commitments Tracking Form

<b>Team Member:</b>	<b>Date:</b>
Department:	Time:
Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)	
<b>Team Member Update:</b> (Notes you take from their "10 minutes")	

<b>Manager Update:</b> (Notes you MAKE to prepare for YOUR "10 minutes")
<b>Future/Follow Up:</b> (Where are they headed? AND, Items that you will review at the next session)

Tell me about what you've been working on.	Is there anything I need to do, and if so by when?
Tell me about your week - what's it been like?	How are you going to approach this?
Tell me about your family/weekend/ activities?	What do you think you should do?
Where are you on ( ) project?	So, you're going to do "X" by Tuesday, right?
Are you on track to meet the deadline?	How do you think we can do this better?
What questions do you have about the project?	What are your future goals in this area?
What areas are ahead of schedule?	What are your plans to get there?
Where are you on budget?	What can you/we do differently next time?
What did ( ) say about this?	Any ideas/suggestions/improvements?