

Instructions for use:

1. Set up a standing (either weekly or bi-weekly) 1:1 meeting with your manager
2. Make a copy of this document
3. Change the title of this doc to "Their Name / Your Name 1:1 Doc"
4. Share this doc with them and grant them editing access
 - a. Be sure to also include the doc link on the calendar invite
5. Copy and paste a new section for each time you meet
6. Fill out the new section 1 day ahead of your 1:1 meeting
7. Delete these instructions

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[INSERT DATE]

PROJECT UPDATES**Project 1**

- Progress / status for key projects that you are owning or contributing to. This keeps your manager in the loop, and allows you to get their feedback on what you've been working on.
- XXX

Project 2

- XXX

QUESTIONS

- Questions that you want their input on. This can be for your key projects (above^) or for anything else that you are working on.

BLOCKERS

- Blockers or issues that you are running into that are stopping the progress of your projects. The goal is to get your manager's feedback on how to solve the blockers, or flag that you need their direct support.

UPCOMING

- Key launches, due dates, or any other time-sensitive things that your manager should be aware of.

MISCELLANEOUS

- Anything that doesn't fit into the other buckets (for ex: PTO requests, education approvals, upcoming team events, etc)
-

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