

1:1 notes



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Cadence

Bi-weekly

Event

Calendar event

Participants

Person

Person

Agenda

Topic	Time	File
Topic 1	10 min	File
Topic 2	10 min	File
Topic 3	8 min	File

Calendar icon

 Date

Project debrief

Project updates

- Document decisions and relevant information
- Celebrate achievements
- Add next steps

Challenges and dependencies

- Note current obstacles
- Identify future challenges

Next steps

Action items

- ☐ Add action item  Person
- ☐ Add action item  Person

Topics for future discussions

- Add topic  Date
- Add topic  Date

Career growth



Career growth

Cadence Monthly ▾
Event 📅 Calendar event

Career goals

Goal	Action	Opportunity
Goal 1	Add action	Add opportunity
Goal 2	Add action	Add opportunity
Goal 3	Add action	Add opportunity

Achievements

Highlight	Details	Impact
Highlight 1	Add details	Add impact
Highlight 2	Add details	Add impact
Highlight 3	Add details	Add impact

Strengths

What do you do well?	Strength	Strength	Strength
Strength	Strength	Strength	Strength

Growth opportunities

What are areas of improvement?

Growth opportunity

Growth opportunity

Growth opportunity

Growth opportunity

Growth opportunity

Growth opportunity

Growth opportunity