

# MM-DD-YYYY

## Instructions

1. Copy the template each week (in the same document; I don't recommend you have a new doc for every week) and update the header
2. Prior to the one-on-one, ask your direct report to fill-out as much of the template ahead of time as possible. This ensures the time is not spent filling out the template and instead on discussing the contents.
  - a. Your direct report should fill out "Team Member" column / rows
  - b. You should fill out "Manager" column / rows

Personal		
	Team Member	Manager
Good		
Not So Good		

Weekly Perspective			
	Company	Department	Myself
Good			
Not So Good			

Weekly Guidance		
	Like	Wish That
Manager -> Team Member		
Team Member -> Manager		

Ad Hoc
<ul style="list-style-type: none"><li>•</li></ul>

