

Weekly 1-1 Meetings

This is a more personal/goals related chat and feedback for each other compared to the Weekly Rundown meeting on Fridays. The agenda may evolve each week as we work together toward your goals. Manager will take the notes during the meeting.

Goals (Keep this section on top of the agenda)

- **Career goals: The types of jobs and levels where you see yourself**
 - 1 year from now
 -
 - 3 years from now
 -
 - 5 years from now
 -
- **Professional goals: Does not need to be for this role, or at Remotish, skills to develop, etc.**
 - 3 months
 -
 - 6 months
 - 1 year
 -
- **What are the topics or skills you are most interested in learning? Should we have learning/education goals** (your school degree and Hubspot certifications and more!)
 -
- **Are there other types of goals you'd like to set for yourself? Anything outside of work?**
 -

Strengths and Personality (Keep this section on top of the agenda)

- Link Myers Briggs etc here
- Strengths:
 -
 -

Meeting 2: date

- Coordinator talks! Most of this time! What's on your mind?
 -
- Add other discussion topics here
- Revisit goals (on top of page now).
 - Add any new info
 - See if we can make the goals more specific and measurable (this always takes time and revisions!)
 - Maybe a habits/behavior section
- Any feedback for each other?
 -
- Any thoughts on how to make this 1-1 meeting more useful for you, related to your career and life? These types of meetings are usually once a month for other roles, we're testing if increasing the frequency will help you move faster to your next role and other goals!