

**ACTION: \*Click File and Make A Copy to edit this template\***

# Manager 1:1 Template

**[Insert 1:1 Date]:**

<b>For Decision</b>	<b>Links</b>	<b>Actions</b>
<i>Insert one liner- what decision do you need from your manager?</i>	<i>Hyperlink any relevant links/attachments</i>	<b><i>During or after your 1:1: insert any actions &amp; next steps from your meeting</i></b>

<b>For Discussion</b>	<b>Links</b>	<b>Actions</b>
<i>Insert one liner- what topic would you like to discuss with your manager?</i>	<i>Hyperlink any relevant links/attachments</i>	<b><i>During or after your 1:1: insert any actions &amp; next steps from your meeting</i></b>
<i>Insert one liner- what topic would you like to discuss with your manager?</i>	<i>Hyperlink any relevant links/attachments</i>	<b><i>During or after your 1:1: insert any actions &amp; next steps from your meeting</i></b>

<b>FYI</b>	<b>Links</b>	<b>Actions</b>
<i>Insert one liner- what would you like your manager to know and/or remind them about?</i>	<i>Hyperlink any relevant links/attachments</i>	<b><i>During or after your 1:1: insert any actions &amp; next steps from your meeting</i></b>

*\*Example input below (how I would approach this each week)\**

*Note- all links and details below are dummy examples to show how this could look*

Mon 1st December:

<u>For Decision</u>	<u>Links</u>	<u>Actions</u>
Approval required: PO #4567	<a href="#">PO in Coupa</a>	Approved
Feedback required: 2026 brand campaign launch plan	<a href="#">Campaign plan</a>	Approved, ensure alignment with SS & DZ

<u>For Discussion</u>	<u>Links</u>	<u>Actions</u>
To discuss: 2026 media planning initial overview	<a href="#">v1 Proposal</a>	Confirm Brand & DR split against strategic objectives, follow up next week

<u>FYI</u>	<u>Links</u>	<u>Actions</u>
Finalising 2026 activation budget, will share for approval next week	<a href="#">Working doc</a>	No notes