



1-on-1 Checklist

Date

Name

	What should we add to your brag document? https://jvns.ca/blog/brag-documents/
	What was the highlight of your past week, work related or not? (via https://themanagershandbook.com/coaching-and-feedback/running-one-on-ones#format)
	Betterworks/Personal development updates/stretch question: https://stretchquestion.toolforge.org/?index=337 What would you be doing right now if we weren't having this meeting? How do you feel about being taken away from that task?
	How's it going?
	Anyone you want to recognize as doing something particularly awesome who I should heap praise on?
	Feedback for me? Feedback for you? Stop doing. Keep doing.