

{{Report Name}} // {{Your Name}} - 1 on 1 Log

This Week

Discuss This Week

- Every 1 on 1, log what was discussed
- Encourage your report to add items before
- Review before your 1 on 1

Revisit

- Add items **with dates** that need to be discussed.

Roadblocks and Wins

- Add items where the report went above and beyond.
- This is to prevent recency bias during performance management
- Record items that blocked success

Goals

- Record the goals so you can always keep the conversation focused on their goals.
- By keeping their goals top of mind, you can ensure that engineers are happy, productive and top performers.

Action Items

- Self explanatory, assign items that need to get done week to week.
- Read my blog about getting to know your report
 - <https://mike.seid.io/blog/breaking-the-ice-with-report.html>

Running Log

March 22nd, 2020

Discuss This Week

- Your running log, expect this to get LONG.

Revisit

-

Roadblocks and Wins

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Goals

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Action Items