

# How to crush your 1x1 meeting

## Cheat Sheet

### 1 Be consistent & present

Make your 1x1's regular and give 100% attention. Keep it informal, vary settings, and avoid cancellations to show commitment.

### 2 Let the direct report lead

**15 min:** Update on their goals  
**30 min:** They set an agenda  
**15 min:** You praise strengths and give feedback on something that needs coaching

### 3 Give & take feedback

Take notes and allocate the last 15 minutes for discussion. Ask questions like:

1. How can I support your goals?
2. Are there any tasks awaiting my input?
3. Is there any aspect of the business you'd like to understand better?

## For managers

### 1 Come prepared

Prepare for 1x1s with an agenda and ways your manager can assist you. Prioritize discussing progress against your goals and obstacles

### 2 Ask for help early & often

Request help early and clearly articulate your needs. Distinguish between handling a problem, needing assistance with a solution, or facing a challenge without a clear resolution.

### 3 Use 1x1s for personal development

Seek coaching on various skills or ask for recommendations on books, podcasts, or blogs. Engage in discussions during lighter agenda moments.

## For direct reports

### Bonus Tips:

Maintain a notepad to record discussion topics for upcoming 1x1s with each direct report.

Begin 1x1 meetings with a non-business question to establish rapport. Prioritize relationships before diving into business matters.

Quarterly, extend 1x1s to 90 minutes, emphasizing discussions on career and personal development.

