

One-on-One Tracking Form

Team Member:

Date:

Team Member Update: (Notes you take from their "10 minutes")

Manager Update: (Notes you MAKE to prepare for YOUR "10 minutes")

Future/Follow Up: (Where are they headed: AND, Items that you will review at the next One on One)

- Tell me about what you've been working on.
- Tell me about your week - what's it been like?
- Where are you on () project?
- Are you on track to meet the deadline?
- What questions do you have about the project?
- What areas are ahead of schedule?
- Where are you on budget?
- What did () say about this?
- Is there anything I need to do, and if so by when?
- How are you going to approach this?
- What do you think you should do?
- So, you're going to do "X" by Tuesday, right?
- How do you think we can do this better?
- What are your future goals in this area?
- What are your plans to get there?
- What can you/we do differently next time?
- Any ideas/suggestions/improvements?