

Shared one-to-one agenda

WHEN	WHO FILLS IT IN	LIVES WHERE
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PERSON	MANAGER	DATE
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1

Theirs

2

Mine

3

Still open from last time

carried forward until closed

ITEM	OWNER	OPEN SINCE

4

Agreed today

written during the meeting, not after

ACTION	OWNER	BY WHEN

WHEN NOTHING IS PRESSING, ASK ONE OF THESE · ROTATE THEM

What is taking longer than it should?

What are you unsure you are allowed to decide?

What would you want to be doing more of in six months?

What do you need from me that you are not getting?

Their items go first, every week. That is what stops this becoming a status meeting. This sheet rolls, so do not start a new one each week and section three stays visible until it is closed. Move the meeting rather than cancelling it.