**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12241&utm_source=template-word&utm_medium=content&utm_campaign=One-on-One+Meeting+Agenda-word-12241&lpa=One-on-One+Meeting+Agenda+word+12241)One-on-One Meeting Agenda Template**

|  |  |  |
| --- | --- | --- |
| Date | Location | |
| MM/DD/YY |  | |
| Meeting Title |  | Time |
|  | | 12:00 PM |
| Meeting Agenda Items | | |
| **Check In** | Notes | |
| How are you doing? | Any questions or concerns? |
|  |  |
|  |  |  |
| **Recent Accomplishments** | Notes | |
| What have you succeeded at lately? | What have you been feeling strongly working on? |
|  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Challenges** | Notes | |
| What has been a bottleneck in your workflow? | What tasks have been a struggle for you to complete? |
|  |  |
|  |  |  |
| **Upcoming Projects** | Notes | |
| What projects do you have upcoming? | Do you have any questions about these projects? |
|  |  |
|  |  |  |
| **Career Discussion** | Notes | |
| What are your goals for your work at this company? | What support do you think you need to achieve these goals? |
|  |  |
|  |  |  |
| **Review** | Notes | |
| Go over action items | Go over any remaining questions. |
|  |  |

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