Automate meeting updates with

# One-on-One Form

	Date:
Department:	Time:
Personal/Notes: (Spouse, Children, Pets	s, Hobbies, Friends, History, etc.)
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Manager Update/Notes:	
manager opasiernotes.	
Future:	
Future:	
Future:  Tell me about what you've been working	on Is there anything I need to do, and if so by when?
Tell me about what you've been working of tell me about your week — what's it been like?  Tell me about your family/weekend/	
Tell me about what you've been working of Tell me about your week — what's it been like?	How are you going to approach this?
Tell me about what you've been working a Tell me about your week — what's it been like? Tell me about your family/weekend/ activities?	How are you going to approach this?      What do you think you should do?
Tell me about what you've been working of tell me about your week — what's it been like? Tell me about your family/weekend/ activities? Where are you on ( ) project?	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?  Prosper Force
Tell me about what you've been working of Tell me about your week — what's it been like? Tell me about your family/weekend/ activities? Where are you on ( ) project? Are you on track to meet the deadline? What questions do you have about the	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?
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