

One-on-One Form

Team Member:		Date:	
Department:		Time:	

Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)

Team Member Update/Notes:

Manager Update/Notes:

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

One On One Meeting Forms

Jianjun Gao



One On One Meeting Forms:

One On One Meeting Forms Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **One On One Meeting Forms**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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