



# How to Frame an Impactful 1:1 with Your Manager

A step-by-step guide to help you lead an intentional conversation about your growth, goals, and value.

**“The most powerful career conversations are the ones you initiate.”**

## Why This Matters

If you're waiting for your manager to shape your next opportunity—you're playing small. Great leaders initiate the conversations that move their careers forward.

This isn't about asking for a raise (though it could lead there). It's about *owning your impact* and *getting aligned on where you're headed next*.

## Step 1: Prepare Your Talking Points

Before the 1:1, get crystal clear on these:

### What you're proud of:

- Key wins, results, or team impact
- Challenges you've overcome
- Relationships or trust you've built

### What you want more of:

- Bigger scope? New skills? A promotion?
- Leadership opportunities? High-visibility work?
- Coaching, mentorship, or stretch assignments?

### What you need to grow:

- Feedback, sponsorship, clarity, support
- Resources or reduced blockers
- Guidance from your manager

**Pro Tip:** *Keep it simple. Pick 1–2 big themes or asks. Be clear, not overwhelming.*

## Step 2: Lead the Conversation

Use this script as a guide (make it your own):

*“I've been reflecting on where I've grown and where I'd like to stretch next. I'd love to share what's been going well, what I'm excited about, and how we can partner to keep me growing and delivering value to the team and organization.”*

Then walk through:

- A few key wins (brief but specific)
- What you’re energized to tackle next
- A clear request or area where you’d like their support

**Don’t wait for them to ask.** Bring it up. Frame it with curiosity and confidence.

**Step 3: Ask for Feedback + Alignment**

End with this powerful 2-part prompt:

*“What’s one thing I’m doing that’s working well?”*  
*“What’s one thing you’d like to see more or less of from me as I grow?”*

This signals emotional maturity and helps calibrate expectations.

**Step 4: Follow Up Like a Leader**

After the conversation:

- Summarize what you heard and where you landed
- Note any follow-ups or next steps
- Thank them for the conversation—and keep them updated

**Bonus Tip:** *Recap in an email or follow-up doc. It makes things real. It makes things move...because you MOVE what you MEASURE!*

**Plan Your Conversation**

Section	Your Notes
Wins I want to highlight	
Growth I’m seeking	
What I need from my manager	
My clear ask or next step	
Feedback I want to request	