**The Only One-On-One Meeting Checklist You Will Ever Need.**

 **Before**

1. **Set the context to show you care**
2. **Paint a picture of what excellence looks like**.
3. **Set an agenda**
4. **Create a plan**

**The Meeting**

1. **Begin with a check-in**
2. **Updates on Goals and Objectives**
3. **Get personal (Sort of)**
4. **Discuss challenges**
5. **Set Consequences**
6. **Culture check in**
7. **Recognize wins**
8. **Create action items**
9. **Take notes, coaching and personal**
10. **Follow up**