

One-to-One Primer



One-to-One Primer Objectives

1. To enrich the value of the one-to-one time.
2. To identify meaningful and significant issues for member's growth and development.
3. To increase member's effectiveness as an executive.

Name:

Date:

What is the most important thing we should be talking about?		What have you accomplished since last we spoke?	
What key projects are you currently working on?		What isn't working right yet in your organization?	
What is the largest long-term opportunity facing your company?		What could you be doing about it this month?	
What's the most important decision you're facing?		What's keeping you from making it?	
Your direct reports: 1. 2. 3. 4. 5.	Current effectiveness (1-5) 1. 2. 3. 4. 5	How are you doing relative to your personal goals? (1-10 with reasons)	
		Financial – Business	
		Financial – personal	
		Relationships	
		Health	
What single thing could you do this month to bring the most value to your company?		Family	
		For you	
What commitments did you make at last month's Vistage meeting?		What did you take away from last month's Vistage meeting (speaker/exec. session)?	
Update on key goals:		Update on key indicators:	
Opportunities, issues, or challenges to bring to the group?		Referral member candidates follow through, updates, intros, prospects?	