

1:1 meeting template for managers

This 1:1 template will help you—and your employees—get the most out of your regular check-ins. And best of all, this template works in Asana, Excel, or even a plain ol' Google Doc.

If you use the PI Behavioral Assessment™ to measure your employees' behavioral needs and drives, you'll be happy to see that this template is customizable based on the [four key factors](#).

General rapport

- **All employees:** How are you feeling?
- **High extraversion employees:** Did you do anything fun this weekend? How are your kids doing?

Projects/tasks

- **All employees:** What's the most important thing we should talk about today?
- **High dominance employees:** What were your top accomplishments this week?
- **Low formality employees:** I want to check in on [administrative task]. Did you find time to get that done?
- **High patience employees:** We've been moving faster than usual lately. How are you feeling about the pace?

Team

- **All employees:** How do you think the team is doing?
- **High extraversion employees:** Are there any team dynamics I should be aware of?
- **Low dominance employees:** Do you feel like your voice has been heard this week?

Role

- **All employees:** Are you still happy and engaged in your role here?
- **All employees:** How do you think things are going for you?
- **Low dominance employees:** What have you done in the last week you're proud of?

Career growth

- **All employees:** What do you think you could be doing better?
- **Low extraversion employees:** Have you been building relationships with the right people to be successful?
- **Low dominance employees:** What have you been doing to gain influence in the company?

Manager

- **All employees:** What could I be doing better to help you?
- **All employees:** What would you like to see me do more of? Less of?
- **High dominance employees:** Am I giving you enough autonomy?