

# One-to-one Meetings with Direct Reports

A one-to-one meeting is a dedicated time in your calendar to connect with your direct reports and talk about their priorities, challenges, and professional development. These must be done frequently (at least twice a month) and need to be consistent, follow the same format, and tracked for progress.

## 10 GREAT QUESTIONS MANAGERS ASK

- How's life outside of work?
- What are your top priorities this week?
- What's one recent win and one recent situation you wish you handled differently?
- Would you like more or less direction from me?
- How can I help you to be more successful in your job right now?
- How do you find working with the team?
- What can we do to improve team culture?
- What can we do to improve our meetings?
- How helpful is the feedback I am providing you?
- What's something I should consider changing or start doing?

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