

1:1 Meeting Template

A simple 30-minute agenda that drives performance.

Use this template to keep your 1:1s focused, forward-looking, and anchored in clarity. Each section is short by design—this is a conversation tool, not a status update log.

1. OPENING CHECK-IN (1-2 Minutes)

Purpose: Establish connection, context, and tone.

Prompts: What's top of mind today? How has your bandwidth been this week?

2. PRIORITIES REVIEW (3-5 Minutes)

Purpose: Assess alignment and ensure clarity on what matters most?

Prompts: What are your top 2-3 priorities this week? Is anything unclear or blocked? Do we need to recalibrate anything based on shifting timelines?

3. WINS & PROGRESS (2 Minutes)

Purpose: Reinforce effective behaviors and create momentum.

Prompts: What went well since our last check-in? Where did your work make a clear impact this week?

4. CHALLENGES & BLOCKERS (4-6 Minutes)

Purpose: Surface obstacles early so they don't slow work down.

Prompts: What's feeling difficult right now? Where would you benefit from more support?

5. DEVELOPMENT & GROWTH (3-5 Minutes)

Purpose: Support long-term skill building, judgment, and leadership.

Prompts: What skill are you actively working on? Where did you get stuck, and what did you learn from it?

6. FEEDBACK EXCHANGE (2-4 Minutes)

Purpose: Make feedback routine, not event-driven.

Prompts: What's one thing that worked well this week? What's one thing to adjust next time? What feedback do you have for me? What could I do to provide you with better support or feedback?

7. DECISIONS, NEXT STEPS, AND CLOSE (3-4 Minutes)

Purpose: Close with clarity so nothing gets lost

Prompts: What are our agreed-upon next steps? Anything else you want to highlight before we wrap?

Need more help creating structure and space for your direct reports? [Book time](#) for a free, initial 30-minute coaching consultation.

About the Author

Ryan Black is an executive coach with extensive experience in BigLaw and in-house legal departments. He works with lawyers, legal ops professionals, and paralegals to build strong career narratives and represent themselves confidently. His approach is grounded in behavior-change science and proven, practical frameworks that make an impact.