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| **One-on-One Form** |
| **Team Member:** |  | **Date:**  |  |
| Department: |  | Time: |  |
|  |
| **Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)** |
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| **Team Member Update/Notes:** |
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| **Manager Update/Notes:**  |
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|  |
| **Future:**  |
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|  |
| * Tell me about what you’ve been working on.
 | * Is there anything I need to do, and if so by when?
 |
| * Tell me about your week – what’s it been like?
 | * How are you going to approach this?
 |
| * Tell me about your family/weekend/ activities?
 | * What do you think you should do?
 |
| * Where are you on ( ) project?
 | * So, you’re going to do “X” by Tuesday, right?
 |
| * Are you on track to meet the deadline?
 | * How do you think we can do this better?
 |
| * What questions do you have about the project?
 | * What are your future goals in this area?
 |
| * What areas are ahead of schedule?
 | * What are your plans to get there?
 |
| * Where are you on budget?
 | * What can you/we do differently next time?
 |
| * What did ( ) say about this?
 | * Any ideas/suggestions/improvements?
 |

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