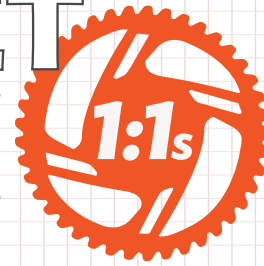


# CHEAT SHEET

## #1

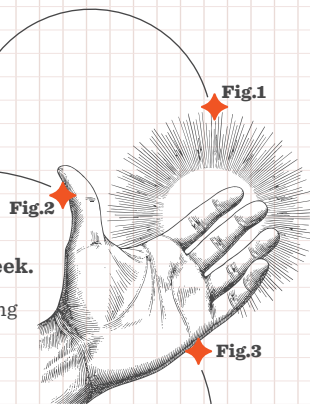


## PREP

### BEFORE

#### Book early.

A Thursday 1:1 often just confirms the week was chaos. A Monday one can prevent it.



#### Same time. Every week. No matter what.

Constantly rescheduling is only *slightly* better than canceling.

#### This is not a status report meeting.

This is a conversation regarding essential topics. If you want to share status, share it beforehand along with 3 topics you *do* want to discuss.

## ACT

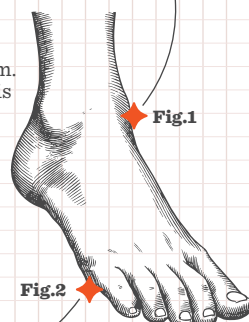
### AFTER

#### Close the meeting

with a review of follow-ups. Yours and theirs. If this is a prior 1:1 item, agree to a deadline.

#### Capture all follow-ups

in your favorite productivity system. Failure to follow through on these is a fantastic way to erode trust.



## LISTEN

### DURING

#### Read the room.

Ask a light opener: "How are you?"

Is their response light & breezy? Proceed as normal.

Listen.



Consider converting to a "walking" 1:1. It's easier to stare into space than their face. Or their death rays.

#### Conversation flowing?

Don't interrupt. Save note taking for the truly important follow-ups.

#### Conversation lull?

Unbox one of your prepared topics.

#### Finish

the 1:1 with the same question every single time. "Do you have any feedback for me?"

