

1:1 Questions

Your job in “Get Stuff Done” 1:1’s is to listen. Prompt your employees by asking open ended questions, and listen carefully to their responses to get a sense of what your employee is really saying to you. Below are some sample questions you can ask, and what you should be listening for in your employees’ responses to those questions.

Ask about:	Questions you can ask:	What you should listen for:
Person	<ul style="list-style-type: none">▪ How are you? How is life outside of work?▪ How do you feel your work-life balance is right now?▪ What did you do for [Holiday]? How was it?▪ How is your family?▪ How was your weekend?	<ul style="list-style-type: none"><input type="checkbox"/> Are there any personal or family-related issues that need to be addressed?<input type="checkbox"/> Does the employee have a reasonable work-life balance?<input type="checkbox"/> Are they overworked? Overloaded?
Project	<ul style="list-style-type: none">▪ Tell me about last week.▪ How happy are you about the past week?▪ What’s going well?▪ What are you excited about?▪ What about this week? What are your plans and priorities?▪ How is [project] going? What could we do to make it better?▪ Is there anything blocking you from getting your work done?▪ Is any part of your project unclear or confusing?	<ul style="list-style-type: none"><input type="checkbox"/> Is the employee creating an effective plan each week; one that is consistent with their overall yearly goals?<input type="checkbox"/> Are they effectively executing on their plan?<input type="checkbox"/> Is the project pipeline full of qualified opportunities?<input type="checkbox"/> Is the employee satisfied with the current work?<input type="checkbox"/> Are there any roadblocks that need to be addressed?

Ask about:	Questions you can ask:	What you should listen for:
Team	<ul style="list-style-type: none"> ▪ How would you describe the work environment on the team? Is it more competitive or collaborative? ▪ How could we improve the ways our team works together? ▪ Who is doing a great job on the team? What have they done? ▪ Who do you admire on the team? Why? ▪ Do you feel your ideas are heard by the team and me? ▪ Who would you like to work more often with? Why? ▪ Is everyone pulling their weight on the team? ▪ Do you help other members on the team? Do others help you when you need it? ▪ What's one thing we should change about how our team works together? 	<ul style="list-style-type: none"> <input type="checkbox"/> Are there any problems with teammates that need to be addressed? <input type="checkbox"/> Is a teammate a blocker for a project? <input type="checkbox"/> Who do they work well with and would benefit from working together with more often? <input type="checkbox"/> Is work evenly distributed?
Manager/ Management	<ul style="list-style-type: none"> ▪ What could I do as a manager to make your work easier? ▪ How can I better support you? ▪ Is there a situation you'd like my help with? ▪ Would you like more or less direction from me on this project? 	<ul style="list-style-type: none"> <input type="checkbox"/> Are you a blocker for a project? <input type="checkbox"/> Do they need more or less guidance from you? <input type="checkbox"/> Are there issues that you need to get involved in?
At the end of the meeting, you should record your action items. Ask: <ul style="list-style-type: none"> ▪ What can I hold you accountable for next time we talk? ▪ What can I be accountable to you for the next time we talk? 		