

# One to One Touchbase

Name \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Agenda	Time Allotted (minutes)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Updates from last meeting
_____
_____
_____
_____
_____
_____

Things keeping me up at night
_____
_____
_____
_____

Areas where I'd like your help
_____
_____
_____
_____

Notes Task/Description	Person Responsible	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Happiness Rating** (1-10, where 1=bummed and 10=jazzed)

1      2      3      4      5      6      7      8      9      10

**Capacity Rating** (1-10, where 1=very underutilized and 10=running hot)

1      2      3      4      5      6      7      8      9      10

**Learning Rating** (1-10, where 1=bored and 10=learning a great deal)

1      2      3      4      5      6      7      8      9      10