SummitScribe

25 questions for your next 1:1

Circle five you will actually ask. Leave the rest for another week. Write the answers in their words, not yours.

Open

1. How are you actually doing this week, not the polite version?
2. What's taking more energy than it should?
3. What went better than you expected since we last met?
4. Is there anything outside work I should know so I can be a decent human?
5. What's one thing you want out of this conversation today?

The work

6. What's the most important thing on your plate right now?
7. Where are you stuck, and what would unblock you?
8. What are you working on that I don't see?
9. If we dropped one project this month, which one, and why?
10. What decision is hanging over you that I can help close?

Growth

11. What skill do you want to be noticeably better at in 90 days?
12. What kind of work do you want more of? What do you want less of?
13. Who here are you learning from, and who should you be learning from?
14. What would make this role feel like a stretch instead of a slog?
15. Where do you want to be a year from now, even if it's still fuzzy?

Honest feedback

16. What's one thing I do that helps you, and one thing I should stop?
17. Is there feedback you've been holding back because it felt awkward?
18. Where have I been unclear, late, or in your way?
19. What's something I praised or criticized recently that missed the mark?
20. If you were in my seat, what would you change first?

So it survives until next time

21. What should we put in writing so this doesn't vanish by Wednesday?
22. What do you need from me before we meet again?
23. What should I be paying attention to that I'm not?
24. Is there anyone else you wish was in this conversation?
25. What's the one thing you'll do this week, and the one thing I'll do?