

One on one

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- Define and agree on the purpose of the one on one
- Define the topics to be discussed prior to meeting
- Track and update metrics that you care about every time you meet
 - e.g., Predictability, Ownership, Purpose, Progress, Belonging
- Discuss the status of those metrics if necessary
- Write in a shared document (between the two of you) what is discussed
- If any action items are defined during those meetings, use a task tracking system to keep each other accountable
 - Always define a deadline on tasks to indicate when the task should be revisited
- Avoid using one on one for status updates

1 References

- <https://web.archive.org/web/2021112152135/https://www.impraise.com/blog/1-on-1s-for-engaged-employees-how-good-managers-run-them>
- <https://getlighthouse.com/blog/questions-ask-one-on-ones-manager/>
- <https://about.gitlab.com/handbook/leadership/1-1/>