

I am a valued member, of a winning team, doing meaningful work, in an environment of trust.

Franklin Covey - One-on-Ones

### **Simple 1-on-1 Tips**

---

1. Hold 1-on-1s at regular intervals.
2. Schedule at least 30 minutes for each meeting.
3. Use the prep worksheets.
4. Draw out issues and interests.
5. Help find solutions rather than solve problems.