

Date of One-on-One: ____ / ____ / ____

The Big Picture:

Top key highlights ([The Good, The Bad, The Ugly](#)) to call out this month:

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The Details

Key wins:

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Headaches and Heartaches:

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Why these wins? What was the impact or outcome (to you, the team, the department, or the company)?

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Why these headaches? What was the impact or outcome (to you, the team, the department, or the company)?

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For next month:

One or two goals/outcomes/targets to shoot for next month:

- 1.
- 2.

What needs to be done to further amplify outcomes? Ways to mitigate headaches?

- 1.
- 2.

