



# Guide to Getting the Most Out of Your One on One with Your Manager

## **The objective of your 1 on 1:**

Establish a cadence with your manager to have dedicated time to address important but not urgent topics.

## **Set an agenda that accomplishes what is important but not urgent**

Think about the following items in order to determine the most effective agenda for your meeting with your manager.

1. How well do you know your manager and how well do they know you?
2. How much direction do you need regarding your objectives and priorities?
3. What portion of the agenda do you need to dedicate to the current status of your work?
4. Is this the right time to cover career development topics?
5. What do you need your manager's help with right now?

Remember that this agenda may change over time, or even from meeting to meeting. The important thing to consider as you prepare for your next 1:1 is—what has the urgency of your day-to-day work obscured from those important things that need to surface every once in a while?