

Manager Tools One on One Tracking Form	
Team Member:	Date:
Department:	Time:
Personal/Notes: (Spouse, Children, Pets, Hobbies, Friends, History, etc.)	
Team Member Update: (Notes you take from their "10 minutes")	
Manager Update: (Notes you make to prepare for Your "10 minutes")	
Future/Follow Up: (Where are they headed? And Items that you will review at the next O ³)	
Questions to Ask:	
Tell me about what you've been working on.	Is there anything I need to do, and if so by when?
Tell me about your week – what's it been like?	How are you going to approach this?
Tell me about your family/weekend/ activities?	What do you think you should do?
Where are you on () project?	So, you're going to do "X" by Tuesday, right?
Are you on track to meet the deadline?	Where are you on budget?
What questions do you have about the project?	What can you/we do differently next time?
What did () say about this?	Any ideas/suggestions/improvements?