

ONE-ON-ONE QUESTIONS

Choose 2-3 of the questions below to guide your monthly one-on-one meetings with your team members. Send them the questions a week in advance to give them time to think about the answers.

What improvements can we make to how we operate?

What do we do better than our competitors?
How can we improve to compete?

How can I be a better manager for you?

What are your 1 year, 3-year, and 5-year career goals?

What does success look like for you in 30 days?

What, if anything, feels harder than it should be in your day to day work?

What has been the highlight and lowlight of your past week?

Goals – how are you tracking this past week?
Any blockers I can help remove?

On a scale of 1-10, how happy are you with your work life? How can we get closer to 10? What sends you back to a 1?

What were your work and non-work highlights this past month?

How have you felt about my level of presence/support over the past month?

What is one thing I could experiment with doing differently this month to help you more?

Are you happy with our level of communication? How would you change it?

What are you LEAST clear about – in terms of our strategy and goals?

What professional goals would you like to accomplish in the next six to 12 months, and what makes you say that?

Are you happy in your role? What could make it better for you?

What's one thing we should start, stop and continue doing as a company?

Review for last quarter: Where did we succeed?
Where did we fall short? What did we learn?

What are 3-5 things you want to accomplish in the next quarter?

What key things need to happen in order to achieve those 3-5 goals?

What resources, tools and budget do you need to achieve your goals?

What could happen in the upcoming quarter that would prevent you from hitting goals?

What's one thing I can do to make your job easier?

What's the biggest challenge you and your team are facing?

What's something me or my team can do to improve cross-departmental communication?

What's one thing we can do to improve the performance of the team?

What do you like about our one-on-one meetings? What can be improved?

Do you have any questions that, if answered, would help you in your day-to-day?

What, if anything, is stressing you out?

If I could improve one skill between this meeting and the next, which would you choose?

What "soft skills" do you think I excel at most?
What can I work on?



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