**[NAME] One on One Agenda Friday, March 20, 2020**

***Instructions:*** *Complete this agenda prior to your one on one meeting with your manger. Please adapt this form to best fit the needs of you and your manager.*

**Top Priorities**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Updates / Items to Discuss**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Annual Goals / Current Projects**

|  |  |  |
| --- | --- | --- |
| **Goal / Project** | **Due** | **Status / Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Updates on Direct Reports (if applicable)**

|  |  |
| --- | --- |
| **Name** | **Updates / Items to Discuss** |
|  |  |
|  |  |
|  |  |