



## Prepare for 1:1s

1:1s are your time to shine! Sometimes it helps a little to prepare—that way you make the most of your time with your manager.

Here's a quick framework to help you prepare and a list of tips for how to stay productive with your 1:1 meetings.

### 1:1 Quick Prep

Before you meet with your manager, spend a few moments making a list of the topics you *must* discuss, topics you *intend* to discuss, topics you would *like* to discuss, and topics that are *extras* and not urgent.

You can use a framework to go the extra **MILE** when preparing:

Priority	Topics to Discuss
Must discuss	
Intend to discuss	
Like to discuss	
Extras	

### Be Proactive

- Send an agenda to your manager in advance of your 1:1. Pro tip: If you want to make sure your manager has a chance to look at it, send the agenda 24 hours in advance.
- Anticipate questions your manager might have and be ready with your answers.
- Look back at your previous week's work and ahead one week for what's to come to see what updates you might need to provide and what questions about priorities you may have. Pro tip: Use Quip or another shared document apps so you have a history of your 1:1s.
- Consider which, if any, roadblocks or obstacles you want your manager to help you navigate.
- If there are problems to be solved, come prepared with potential solutions.
- Determine if you have any career development or training opportunities you'd like to discuss.
- Follow up on items from your previous 1:1.