

# HAVE MEANINGFUL 1:1 MEETINGS ALL YEAR LONG

MONTH	TOPIC	SUGGESTIONS
January	Annual Goals	Where do they want to be at the end of the year? What are the concrete steps to get there?
February	Mentorship	Do they have a mentor, can you brainstorm together how a mentor could help them and how to find the right one?
March	Training	What skills do they want to get better at? What would most help them in their career?
April	Positive Feedback	What are they wonderful at? Give thoughtful, specific examples of how they are uniquely skilled at something or have really improved recently.
May	Burnout	How are you planning to relax and take time off this summer (or other appropriate time) to prevent burnout? How else could we prevent burnout together?
June	Manager Feedback	While it might be hard for direct reports to give you criticism face to face, most people are able to provide positive feedback comfortably. Ask your direct reports for the three things you do that make their lives, work, careers better, and how you can do more of them going forward. And then listen like your life depends on it! What people don't say in a feedback session like this is as important as what they do say.
July	Networking and Events	Going into your personal Rolodex to introduce people on your team to others who might be able to provide career insight or mentorship is one of the most benevolent management actions you can take. If you can't go that far, you can brainstorm together what you can do networking and events-wise to further their career.
August	Vacation	Take the month off.
September	Next Year's Strategy	As planning begins, discuss what strategic decisions your direct report would most like to be involved in next year.
October	Allocation of Resources	Assuming you, the manager, need to start planning resource allocation for the coming year, what would they do in your shoes? This is an opportunity to explain your thinking, get a different point of view, and make your direct report feel heard.
November	Positive Feedback	Positive feedback session, again! You can never have too much!
December	Recap of the Year	What went well, what are they most proud of, what would they do differently? What do they think the business should've done differently?