SIMPLE 1-ON-1 PROGRESS CHECK

PURPOSE

Use this template to facilitate a discussion on performance on goal progress.

Before:

- What's top of mind for you since our last check-in?
- How's the project/task/goal going?
- Do you have any existing or anticipated roadblocks or challenges we should discuss?

During:

This section is a list of suggested follow-up prompts to guide what comes up during the check-in.

1. Update	Is this still in alignment with you meeting your goals/objectives?
2. Learned	How did you apply what you learned?
3. Roadblock	Do you have (or need help with) ideas to accomplish your work?
4. Ideas	Have you tried [fill in the blank]?

After:

- What went well?
- Anything you would change for next time (or the future)?
- Discuss other similar or new projects/tasks to work on next.

QUANTUM
WORKPLACE