

## Maddie's Monthly One-on-one Meeting

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September Goals and check in

- What was your work and non-work highlight of the past month?**

Summary:

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Next Steps:

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- Growth: What professional goals would you like to accomplish in the next 6 to 12 months, and what makes you say that?**

Summary:

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Next Steps:

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- Motivation: Are there any areas where you need more support and/or resources?**

Summary:

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Next Steps:

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- Communication: Do you feel you're getting enough feedback on your work? If not, where would you like more feedback?**

Summary:

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Next Steps:

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

Summary:

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Next Steps:

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- Goals: How are you tracking and feeling about your current goals?**

Summary:

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Next Steps:

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

Summary:

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Next Steps:

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- What is one thing you'd like to do more of outside of work this coming month?**

Summary:

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Next Steps:

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**Motivation:**

Summary:

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Next Steps:

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