

Bobbie's Top 10 Tips for 1:1 Meetings with Your Manager

1. **Shift your mindset:** see these meetings as development opportunities, not just opportunities to “check in.” Decide that you are going to use the time to learn about each other, and how to grow your leadership on the team and in the organization.
2. **Limit status reporting to 5 minutes:** if you must cover status, do it quickly. Better to submit a bulleted summary than waste time reviewing each project.
3. **Share success, not problems:** Be sure to celebrate at least one success in your time together. Your manager will appreciate hearing good news for a change. Kick off your meeting with a success story. The resulting energy will set the tone for the rest of the meeting.
4. **Present your ideas and get your manager's reaction:** Prove to your manager that you can solve problems/issues. Rather than asking them what they think you should do about a particular issue, offer up a suggestion, then discuss it openly – the pros and cons. It's easier for a manager to respond to a suggestion than have to come up with an answer.
5. **Plan your next team meeting:** Together, brainstorm the needs you see on the team, like communications, problem-solving, client service, etc. Talk about ways to address these needs at your next meeting
6. **Perform a goal check-in:** You all have goals you have set for the year. Discuss your progress...don't wait until mid-year or the end of the year to do it.
7. **Review strengths:** Share what is currently energizing you at work, and how you can do more of that.
8. **Discuss your manager's biggest challenges:** Turn the tables and ask what are the most difficult aspects of their job? What keeps them up at night? How can you help?
9. **Ask for feedback:** Avoid general questions like “How am I doing?” It's too vague...go for something more specific like, “What do you think I can do to improve in...?”
10. **Relax:** Spend time connecting with your manager; be a person, not a manager or an employee. You may end up looking forward to your 1:1s.