

# How to Use the Relational 1:1 Agreement

A Simple Guide



# How to Use This Agreement



This agreement is designed to help you have clearer, more purposeful 1:1 conversations.

## **When to use it**

Use the Relational 1:1 Agreement:

- at the start of a new working relationship
- when roles, expectations, or workloads change
- if 1:1s feel unclear, reactive, or repetitive
- as a reset when trust, communication, or momentum needs strengthening.

You don't need a problem to use this tool. It's just as useful when things are going well.

## **How to introduce it**

You might say:

"I'd like us to spend some time agreeing on how we use our 1:1s, so they're useful for both of us."

Set aside a full 1:1 where possible. This is about alignment, not rushing.

# How to work through the agreement

- Complete it together during the 1:1
- Talk as you go, don't aim for perfect wording
- Use the prompts to guide discussion, not to box yourselves in
- Be honest about what you each need right now.

If something feels unclear or uncomfortable, that's often the most important part to talk through.

## A few principles to keep in mind

- This is a working agreement, not a contract
- It's okay if answers change over time
- The goal is clarity and trust, not agreement on everything
- Raising issues early helps prevent bigger problems later.

The agreement supports a no surprises approach, where feedback, concerns, and changes are named early and respectfully.

## After the conversation

- Keep the agreement somewhere accessible
- Refer back to it if 1:1s start to drift
- Revisit it when priorities, roles, or capacity shift.

You can adjust it at any time. That's a feature, not a failure.

## Why this matters

When people are clear on how they work together:

- conversations are calmer and more focused
- issues are addressed earlier
- responsibility is shared
- 1:1s become a space for thinking, not just reporting.

This agreement helps make that possible.