

Do's & Don'ts for Managers for Awesome 1 on 1s

Keep these tips in mind to make the most of your 1 on 1s with your team, and you'll see better morale, motivation, and performance from your team. [Learn more here](#)



DO's:



Focus on them

Make it your employee's meeting, by focusing on what they want to talk about, and topics you have that help them.



Be Prepared

Review your notes from last time, plan topics to discuss with them, and keep your promises, while holding them to theirs.



Get to know them beyond work

Find out [their rhythm](#), [build some rapport](#), ask about their family. Treat them as an interesting person.



Mix up what you discuss

Open up the discussion and expand what you talk about by asking good questions.

[Get 100s of good questions here.](#)



Listen well

Use [good active listening skills](#) to ask followup questions to fully understand them.



Meet frequently

Build momentum & ensure you have enough time to cover everything by [meeting weekly or biweekly](#) with everyone.



Take notes

What they say is important and you want to [remember it](#), so you're both accountable to the discussion.



Be clear & specific about next steps

Accountability and clarity help make your progress together so every 1 on 1 gets better than the last.



Plan for the future

Start developing leaders on your team before it gets too big ([7-10 employees](#)).



Push past the awkward

Your first few 1 on 1s can feel uncomfortable. Showing you care & listening will open up even the shyest or most disengaged eventually.



DON'Ts:



Come empty-handed

A lack of preparation can easily waste an hour and tells your team the meeting isn't important to you.



Forget they're human

Look to **build connection by building** rapport and asking about things they're interested in (family, hobbies, teams, etc).



Forget what you talked about last time

Failing to remember what you discussed can build resentment and waste a lot of time jogging your memory.



Talk about Status Updates

Get your project updates in group meetings, emails, standups, **or another place**.



Be late

It's the one meeting for them. Being late disrespects them, so set it for a time you know you can be on time.



Forget to Act

Finish a discussion on a topic by **establishing clearly** what one or both of you need to do going forward.



Rush the meeting

Give yourself **plenty of time** to get into good topics by setting aside 30-60 minutes.



Cancel the meeting

Reschedule to later if you don't have time or can't give your full attention, unless one of you is on vacation or on leave.



Stop having them

When things are good is when you can make key long term investments like career growth, and team improvement.



Treat everyone the same

Depending on their life & career stage, 1 on 1s are best used in different ways. **Adapt accordingly**.

Want help staying on top of all of these Do's and Don'ts?

Lighthouse helps you stay organized, consistent, and accountable with all your 1 on 1s. See for yourself with a free, 21 day trial here: [GetLighthouse.com/registrations](https://getlighthouse.com/registrations)