

Quiz to Determine Your Overall 1:1 Meeting Skills

This tool is designed to assess your 1:1 meeting skills. Reflect on each question and answer honestly. Periodically take this assessment to chart progress in 1:1 skill development.

Directions:

Reflect on all of your 1:1s conducted say, in the past 6 months to a year. For each question, indicate the percentage of time you have done the action/behavior. When answering, think about how your direct report(s) would respond, to keep yourself honest.

Quiz:

In your 1:1s, how often do you . . .	Percentage of Time Used (%)
1. Schedule 1:1s, in advance, on a reoccurring basis?	
2. Have some type of agenda for your 1:1s?	
3. Involve your direct(s) in the creation of the agenda?	
4. Review notes from the previous 1:1 before your next 1:1?	
5. Promptly reschedule cancelled 1:1s?	
6. Start 1:1s positively?	
7. Show up on time?	
8. Start with topics provided by your direct(s)?	

In your 1:1s, how often do you . . .	Percentage of Time Used (%)
9. Briefly revisit action items of the previous 1:1?	
10. Actively listen to your direct(s) during the meetings?	
11. Paraphrase things your direct(s) says?	
12. Talk less than your directs during the meeting?	
13. Ask powerful and meaningful questions?	
14. Adjust to what your direct(s) wants to talk about?	
15. Find yourself fully present during the meetings?	
16. Talk about nonwork topics?	
17. Check on the well-being of your direct(s)?	
18. Address roadblocks by providing resources/help?	
19. Take notes during the 1:1?	
20. Discuss topics other than status updates (e.g., long-term topics)?	
21. End on time?	
22. End with action items?	
23. Thank your direct(s) for their time and hard work?	
24. Summarize what was discussed?	
25. Share notes on the 1:1 once done?	
26. Contact your direct(s) outlining post 1:1 actions?	
27. Get feedback from your direct(s) on your 1:1s?	
28. Follow up on your promised action items?	
29. Follow up with your direct(s) on their action items?	

Scoring & Interpretation:

In the quiz, circle all values at or above 85% for each row. Then, count number of values you circled and write that number in the bottom row as your score.

If you circled . . .

- **26–29 (Excellent):** Great job! Keep up your good habits and try out some new skills/ideas based on learnings from the book.
- **20–25 (Opportunities exist):** You have a solid base of 1:1 skill, but you also have clear opportunity to excel further.
- **Less than 20 (Meaningful opportunities exist):** You will get a ton of guidance from the book to turn this score into a 29!