

Quiz to Determine Your 1:1 Meeting Cadences

Complete this tool for each direct to identify the cadence that works best for that person. Circle the response that best fits the direct you are focusing on.

Category	Question
Remote vs. In-Person	Is your direct: 0) Mostly Onsite 1) 50% Onsite/50% Offsite 2) Mostly Offsite
Direct Preference	Does your direct want to meet: 0) Unsure/Doesn't Really Want to Meet 1) Sometimes 2) Often
Direct Experience	For the role, is your direct: 0) Experienced 1) Somewhat Experienced 2) Fairly Inexperienced
Direct Tenure	How long has your direct been in the organization for: 0) 5+ Years 1) 2–4 Years 2) Less than 1 Year
Manager Tenure	How long have you managed your direct for: 0) 2+ Years 1) 6 Months to 2 Years 2) Less than 6 Months
Team Size	Is your team: 0) Large (10+ directs) 1) Medium (5–9 directs) 2) Small (1–4 directs)
Weekly Staff Meetings	Do you have weekly staff meetings: 0) Yes 1) No

Category	Question
Use of Other Technologies	<p>You use asynchronous project management tools and applications (e.g., Google Docs) to monitor and address updates and challenges.</p> <p>0) Frequently 1) Sometimes 2) Infrequently</p>
Total Score: _____	

Scoring & Interpretation:

Add up your total score on the quiz, then plot your score on the following thermometer graphic to find a suggested cadence for this direct. Be sure to work with your direct to see if this cadence fits, and reassess periodically. When in doubt, defer to the more frequent cadence.

