

LEVEL 2: INTERPERSONAL

ONE-ON-ONE QUEST LOG

TEAM MEMBER**DATE****01**

BEFORE THE MEETING

REVIEW AND PREPARE**What did we talk about last time?****Did I follow through on what I committed to?**☐ Yes☐ No☐ In Progress**What's on my mind for today?** (1-2 topics, but let them lead)

Their agenda: (Ask ahead: What would be most valuable to talk about?)

Is there feedback to share?

If yes, consider using Mattering Lab's WASD Feedback Model

☐

From me

☐

From Them

☐

Neither

02

DURING THE MEETING

ENGAGE AND LISTEN

What's on their mind?

What did I hear? (Key themes, concerns, ideas)

What's energizing them?

What's getting in the way?

What do they need from me?

03

CLOSING THE MEETING

CLARIFY & ALIGN

What did we agree on

Next Steps:

- **They will:**

- **I will:**

Follow up date:

04

AFTER THE MEETING

REFLECT & FOLLOW THROUGH

Did I follow the 80/20 rule?

☐

Yes

☐

No

What do I need to do before next time?

Next meeting: