

## A 3+3 approach to effective 1:1s

### PERFORMANCE (today)

#### Creating a plan

- Talk me through your plan
- How does your plan link to your key priorities?
- What do you need to do to ensure your plan delivers a best ever performance?

#### Executing on Actions

- How does your current activity link to your plan?
- How are you balancing high and low value activity?
- What changes do we need to make to your current activity to transform your performance (stop and start!) ?

#### Having structure + a high performance diary

- How does your diary reflect your current priorities and key opportunities?
- What more do we need to change to create a 'high performance diary'?
- What can we stop and remove from your diary to give you the time to do more of what matters most?

### POTENTIAL (tomorrow)

#### Investing in Self-Development

- Talk me through your self-development
- What have you learnt over the last month?
- How are you using this new knowledge?

#### Building Relationships + your Network

- Talk me through how you are extending your network + deepening your relationships?
- Have you reached out to a mentor?
- What are you doing to create a winning circle?

#### Continuous Improvement

- Talk me through your last few debriefs.
- What changes have you made?
- How about your last Friday 15?
- Talk me through that.