

Your One on One

Team Member:

Date:

<i>Objectives</i>	<i>Plan</i>	<i>Actual</i>	<i>Comment</i>
1.			
2.			
3.			
4.			
5.			
6.			

Team Member Comments

Manager Comments

Personal and Business Goals for The Next Month

<i>Objectives</i>	<i>Plan</i>	<i>Comment</i>
1.		
2.		
3.		
4.		
5.		
6.		

Agreed Actions

Employee Signature	Manager Signature
--------------------	-------------------