

# 44 Questions for One on One Meetings

For the most effective one on ones we recommend team members set the agenda and run the meeting. However, at times, as a manager you may need to help team members open up, and you can use the following questions to jump-start conversation in your one on ones. For simplicity, we've organized the questions according to the four goals of the meeting, as defined in our [in-depth guide](#).

## Building Trust

- How are you? How is life outside of work?
  - How was your weekend?
  - How is your family?
  - [Ask about kids, hobbies and other specifics you know]
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- What have you been reading lately?
  - What would you like to know about me?
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- How do you feel about your work / life balance right now?
  - What are you doing for yourself outside of work?
  - What did you do for fun in the past that you haven't had as much time for lately?
  - What could we change about work that would improve the rest of your life?
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- In our last 1-on-1 you mentioned you were frustrated by X and wanted to try Y as a solution. How has that been going?

## Providing Support

- What worries you? What's on your mind?
  - How is your workload right now? Do you feel overworked, under-worked, or do you have just the right workload?
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- What do you feel is your greatest accomplishment here so far?
  - What is the biggest challenge you are currently facing? How can I help with that?
  - What's a recent situation you wish you handled differently? What would you change?
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- What part of your job do you wish you didn't have to do?
  - Are there any meetings or discussions you feel you should be a part of that you're not? Are you included in any you don't want to be a part of?
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- What area of your job would you like more help or coaching?
  - What skills would you like to develop right now?
  - Are there any events or training you'd like to attend to help you grow your skills?
  - Who in the company would you like to learn from? What do you want to learn?

## Receiving Feedback

- How do you prefer to receive feedback?
  - Do you feel you're getting enough feedback? Too much?
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- How can I better support you?
  - What is a criticism you have for me?
  - What could I do as a manager to make your work easier?
  - What have your past managers done that you'd like me to also do or not do?
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- What do you like most about working on our team?
  - Who would you like to work more often with? Why?
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- What's the biggest opportunity that we're missing out on?
  - If you were the CEO, what's the first thing you would change?
  - What's the number one problem with our organization? What do you think is causing it?

## Creating Alignment

- Is your job what you expected when you accepted it?
  - What motivates you to come to work each day?
  - What work are you doing here that you feel is most in line with your long term goals?
  - Do you feel challenged at work? Are you learning new things?
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- What do you enjoy most about working here? What's not fun about working here?
  - Who are your friends with at work?
  - If you could work on anything for the next month, what would it be?
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- What professional goals would you like to accomplish in the next 6 to 12 months?
  - What other roles here could you see yourself in down the line?
  - What do you want to be doing in 5 years? 10 years?
  - What else can I be doing to help you grow / advance in your career?

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