# Monthly One-on-One Conversation Starters: Month Year

Fill in at least three topics (or multiple items under the same topic) 24 hours ahead of your monthly meeting with your manager. Your conversation is not limited to the topics in this document; rather, use it to spark ideas and focus so you can have a productive meeting. If you do not feel like these meetings are productive, suggest improvements. Update this document after your meeting and save it for easy reference when filling out your self-evaluation for the year.

## General

### What are my major accomplishments or milestones for this month?

### What difficulties have I experienced this month that my manager should be aware of or may be able to help resolve?

### What would make my life or the group’s work easier? How can we support each other going forward to improve and enhance our services for the company?

## Goals

Evaluate your goal progress quarterly. As our company evolves, adjust goals if they no longer fit well with the direction of the work.

### Personal Development: [Fill in]

### Innovation: [Fill-in]

### Delivering Excellence: [Fill-in]

### Growth: [Fill-in]

## Kudos

Forward your manager kudos emails as you get them for awareness. However, this space can be used to help collect this information for the month. Suggested format: start each entry with the linked ServiceNow Ticket Task Number (if applicable), Client: Topic, and Initiator.

Also consider if you would like to give teammates kudos for their work. Good kudos can help serve as a basis for spot bonuses or luminary awards nominations and we would like our team to be represented.

## Action Items

[Outcomes from the meeting.]