

# 10-Minute Questions Conversation Worksheet

Use this worksheet to take prepare for your conversation and take notes. Start with the 10-Minute Questions below, then talk about any follow-up items from your last and today's meeting, check-in on goals, and cover any other work topics (tasks, projects, etc.). Try these basic questions for the first three conversations then vary the questions by substituting others.

### Manager Asks:

1. What's one thing you want to highlight from this month that you accomplished [or one thing that has gone well]?
2. What's one thing you want to get better at (learn about, be involved in or a new skill you'd like to acquire)?

or  
and/or another question you have:

your notes

### Employee Asks:

1. What's one thing I'm doing well that I should continue?
2. What's the one thing I *could do* to make even more progress in my role (or what's the next thing for me to focus on)?

or  
and/or another question you have:

your notes

### Manager Asks:

1. What's one thing I'm doing to support you that's working well?
2. What's one way I could work better with you (or what's one thing I could do to support you more)?

or  
and/or another question you have:

your notes

your progress from the last check-in:

plan for following up on items from this meeting:

Date: \_\_\_\_\_