

# 10-Minute Questions Conversation Worksheet

Use this worksheet to take notes before and during your conversation. Start with the 10-Minute Questions below, then talk about any follow-up items from your last and today's meeting, check-in on work priorities, and cover any other topics (tasks, projects, etc.). Try these basic questions to start (check the back of this worksheet for more ideas).

## 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 skill you'd like to work on, or one thing you'd like to get better at, learn about, or be involved in?

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: \_\_\_\_\_