

Weekly 1:1 Template

Built on Chapters 7, 8 and 9. One page per rep per week.

Rep		Date	
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1 Revisit last week's commitment (open with this)

Last commitment: _____

- ☐ Done
- ☐ Partly done
- ☐ Not done

What happened? _____

2 Prepare before the meeting

What does the data show beyond the summary number? _____

What do I believe the issue is, and what is my evidence? _____

Gap (Knowledge / Strategy / Effort): _____

One question I will ask to test it: _____

3 Their view

What do they think is happening? Where do they feel stuck? _____

4 OIRC

Observation: _____

Impact: _____

Recommendation: _____

5 Commitment

What will you do?	
By when?	
What does success look like?	
What support do you need?	
How will we follow up?	