

## Yaniv's 1:1 Cheat Sheet - Advanced

### Start - their part

1. Begin where you left off last time you saw them: "How was the weekend/vacation?"
2. What's on your mind?  
\_\_\_\_\_
3. And what else? (repeat as much as needed, until they take a moment to think)  
\_\_\_\_\_
4. What is the real challenge here for you?  
\_\_\_\_\_
5. What do you want?  
\_\_\_\_\_
6. If you're saying "yes" to this, what must you say "no" to?  
\_\_\_\_\_
7. How can I help?  
\_\_\_\_\_
8. What is most useful or valuable here for you?  
\_\_\_\_\_

### Your part / they have no topics

Possible questions:

1. What was your level of interest this week between 1 and 10?  
\_\_\_\_\_
2. What successes have you experienced since we last talked?  
\_\_\_\_\_
3. What has frustrated you in the past week?  
\_\_\_\_\_
4. What is a major learning from the past week?  
\_\_\_\_\_
5. What motivates you?  
\_\_\_\_\_
6. What do you like to do more that you're not doing, or less of that you are doing?  
\_\_\_\_\_

Your topics:

1. Follow up on items from last time, if any
2. Give updates, e.g. about business, personnel, tooling and process changes
3. Give feedback, positive and negative: "when you did X, it caused Y..."
4. Discuss past week's events
5. Check-in on their development plan
6. (Re)align on OKRs, goals, company mission, company values, team goals
7. Delegate work to them
8. Remind things again, they need to hear many times