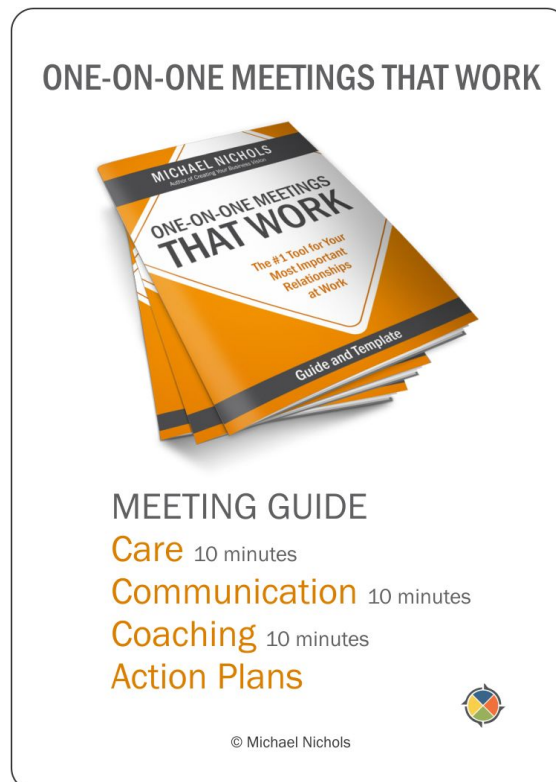


**MODULE 3 | SESSION 18**

**The #1 Tool to Improve Work Relationships**

*You can't fake listening. It shows.* ~ Raquel Welch

Dramatically improve your interactions, productivity, and results at work by applying the following steps when planning a one-on-one meeting.



1. \_\_\_\_\_. Envision what team members would like to accomplish in the meeting and what they would value most about time together.
2. **Regular** \_\_\_\_\_. Regularly scheduled appointments can be very focused and provide a time to slow down and address top priority functions and projects.
3. **Be** \_\_\_\_\_. Preparation is the key to an effective meeting!
4. \_\_\_\_\_. Eliminate as many \_\_\_\_\_ as possible.

5. \_\_\_\_\_. Questions prepare you to \_\_\_\_\_!

**Use the One-on-one Meeting Template to:**

1. Communicate significantly more effectively
2. Save time and maximize productivity
3. Develop influence and impact more effectively
4. Better develop people around you
5. Work better together with senior leaders who may be inexperienced or ineffective

**Fast Action Steps**

1. Download the One on One Meetings Guide and Template.
2. Use it to prepare for your next meeting with a team member.