

One-on-One Tracking Form

Team Member:	Date:
Personal (Spouse, Children, Pets, Hobbies, History, etc.)	
How are things going?	
Team Member Update	
Manager Update (Positive/corrective feedback, follow-up on commitments, delegation)	
Future (Career Discussion/Development Progress Review)	
What support do you need from me?	
Anything I can do better or differently? Anything I should stop doing?	