

## Making the best use of 1:1, team meeting time with insightful questions

*These questions represent a combination of questions from Kim Scott's book, Radical Candor, and some I have created for my clients to consider using for 1:1s or team meetings. Choose the combination that can work best for you. Some are best used occasionally, and some may be asked each time.*

- Where would you like to see yourself a year from now? In two years? Five?
  - What do you need to do to get there (e.g. cultivating new skills, taking on new responsibilities, training, being mentored or coached, shadowing others, getting more exposure in different areas of the organization, etc. )
  - How can I help? What support do you need from me?
  - What do you see as steps you can take in the next month or two?
  - How can I help you be accountable for making progress in your career aspirations?
- What can I start doing or stop doing that can help you get your work done better/faster/etc.?
- What can other team members start doing or stop doing that can help you get your work done better/faster/etc.?
  - Have you discussed your ideas with other team members?
  - If not, what's stopping you?
- What's standing in the way of achieving your current job goals?
- Where do you feel you can make a contribution today, where you're not contributing now?
  - What would need to happen to make it possible for you to make the contributions you wish you could make?
- What kind of work makes you happiest? Why?
- What are you working on today that you wish you didn't have to? Why?
  - Can some aspects of that work be made easier, delegated, stopped, etc.?
  - Is this work that you feel doesn't need to be done? Why?
- What would you like to work on, that you're not working on today?
  - What do you need to learn/know/do to do that work?
  - What barriers can be removed, by whom, to make it possible for you to do that work?



**guidedinsights**

*breakthrough conversations  
for bottom-line results*

- What ideas have emerged for you that you'd like to develop further?
  - What prompted these ideas? What was the catalyst or inspiration?
  - What problems will they solve?
  - What opportunities will this help us capitalize on?
  - What would it take to more fully flesh out your ideas before presenting to the team?
  - How can I help?
- How do you feel about the priorities of our team?
  - What changes might you make, and why?
  - How would that affect your work? The work of the team?
  - How would that affect the team's ability to achieve its shared goals?
- If you had one wish for our team, what would it be and why?
  - How would that affect you and your work?
  - How would that affect our team's ability to achieve its goals?
- What are some topics you'd like to dive into for next time?
  - What can each of us do to prepare for a helpful/productive conversation?