# 1-to-1 tracker

LTS Leadership that sells

Team member _____ Manager _____

## ROLLING ISSUES AND ACTIONS

| ISSUE OR ACTION | WHO | BY WHEN | DONE |
|---|---|---|---|
| | | | |
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## SESSION TRACKER

| | |
|---|---|
| **Date** | |
| **Check in** | |
| **Update** | |
| **Feedback** | |
| **Coaching** | |
| **Plan** who does what, by when | |

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|---|---|
| **Date** | |
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| | |
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| **Coaching** | |
| **Plan** who does what, by when | |

Newest session first. Keep the same headings in a shared document you can both edit between sessions. From the free guide 5 steps to transform your 1-to-1s.