

First 1:1 — preparation

SHEET 1 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

Specific. Named. A project, a moment, a call they made. You watched this person up close for months or years — this is the asset no external manager has, and this is where you spend it.

WHAT I AM BRACING FOR

The reaction you are dreading. Naming it here makes it smaller.

First 1:1 — follow-through

SHEET 1 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 2 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

Specific. Named. A project, a moment, a call they made. You watched this person up close for months or years — this is the asset no external manager has, and this is where you spend it.

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First 1:1 — follow-through

SHEET 2 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 3 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

Specific. Named. A project, a moment, a call they made. You watched this person up close for months or years — this is the asset no external manager has, and this is where you spend it.

WHAT I AM BRACING FOR

The reaction you are dreading. Naming it here makes it smaller.

First 1:1 — follow-through

SHEET 3 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 4 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

Specific. Named. A project, a moment, a call they made. You watched this person up close for months or years — this is the asset no external manager has, and this is where you spend it.

WHAT I AM BRACING FOR

The reaction you are dreading. Naming it here makes it smaller.

First 1:1 — follow-through

SHEET 4 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 5 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

Specific. Named. A project, a moment, a call they made. You watched this person up close for months or years — this is the asset no external manager has, and this is where you spend it.

WHAT I AM BRACING FOR

The reaction you are dreading. Naming it here makes it smaller.

First 1:1 — follow-through

SHEET 5 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 6 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

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3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

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First 1:1 — follow-through

SHEET 6 OF 8

DATE _____

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WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 7 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

If you can't write it, you aren't ready to have the conversation.

2 • THE ONE THING YOU WILL NOT PROMISE

Carry it over from chapter 1.

3 • ONE SPECIFIC STRENGTH YOU'VE SEEN IN THEIR WORK

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First 1:1 — follow-through

SHEET 7 OF 8

DATE _____

Complete this the same day — not tomorrow, while you still remember the phrasing rather than the gist.

WHAT THEY SAID THAT SURPRISED ME

The one thing I committed to: _____

By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING

First 1:1 — preparation

SHEET 8 OF 8

Person: _____

Date: _____

Prepare exactly three things. Not more.

1 • ONE SENTENCE ON WHAT CHANGES

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By when: _____

WHAT I DELIBERATELY DID NOT PROMISE

HOW THEY WANT FEEDBACK

Risk level, updated: ☐ High ☐ Medium ☐ Low

Carry this back to chapter 2.

Next conversation date: _____

ANYTHING ELSE WORTH REMEMBERING
