A 30-MINUTE CONVERSATION

A better leadership check-in

Choose one focus, make room for useful support, and leave with a clear agreement. Use the timings as a starting point and adapt them together.

People _____ Date _____

What would make this conversation useful today?

TIME	CONVERSATION	YOUR NOTES
5 min	**Arrive and choose a focus.** What is taking most of your attention?	
7 min	**Notice progress.** What moved forward? What helped?	
10 min	**Work through one obstacle.** What advice, decision, or support would help?	
5 min	**Make room for development.** What would you like to learn or practice?	
3 min	**Agree on next steps.** Who will do what, by when?	

Our next steps

ACTION / SUPPORT NEEDED	OWNER	BY WHEN

We will revisit these commitments on _____

Read the agreement back together. At the next check-in, start with what happened and what changed.