



Think of the last meeting you attended that was really valuable. One of those meetings where you walked away feeling energized and focused.

Now think of the last meeting you attended that ended up being a big old waste of time. One of those meetings where you walked away feeling confused and frustrated.

What was the difference between those two meetings?

Was it one big difference?

Maybe a lot of little differences?

The truth is any meeting, one-on-one or otherwise, has the potential to be valuable and any meeting has the potential to end up being a big old waste of time.

The difference is in how you prepare for, facilitate, and follow up on these meetings.

When you do that well, you and your staff are going to experience the many benefits of these one-on-one meetings.

Now, of course, you can meet one-on-one with lots of people- colleagues, the person who supervises you- but we're going to focus throughout this video on your one-on-one time with the people that you supervise.

Almost everything we talk about will be applicable to any other one-on-one meeting you have.

Let's take a look at some of those benefits.

To lead effectively, you need to have strong relationships with each and every member of your team.

Each of those relationships is going to be a little bit different.

Your one-on-one time gives you both the opportunity to get to know each other better, and hand-in-hand with this is trust. You can't have relationship without trust and it takes a lot of trust to work together effectively. Your one-on-one time helps to increase that trust and communication.

Each of us communicates differently and it can be really challenging to learn how to communicate well with different people. That is another huge benefit of your one-on-one time with your team. All of that combines to deepen your impact.

The impact that you have and the goals you have for the organization, for your team, for your staff members, and the goals that they have for themselves.

This time is designed to positively affect all of that.



It is not intended to be synonymous with status updates or task check-ins. It's not a good use of your one-on-one time.

With all the technology we have at our fingertips, of all the systems we have, there are multiple ways to make sure we're staying in communication about where different projects are and where the tasks are and who's doing what.

You shouldn't be spending your one-on-one time just doing status updates and task check-ins. I've been on the receiving end of a lot of these meetings. These are the moments when you're thinking, 'gosh, this could have been an email.'

Early in my career, this is how I led my one-on-one meetings, and I'm quite sure my staff felt the same way.

When you use this time in a valuable way, you're going to start to see results.

Gallup has all kinds of research on this.

A lot of companies have done some internal research and what they found is there are exponential benefits from good one-on-one meetings with your staff. Your staff will be more engaged, which is connected to productivity, which is connected to motivation, which is all connected to turnover and retention.

When staff feel supported, when they have what they need, when they know that you value them and you're investing in them, all of that is going to help you get closer to your goals- your organizational goals, your team goals, and of course your staff will get closer to the goals that they have as well.

On the flip side of that is that people are inundated with meetings.

In fact research shows that people at the managerial level like you spend about half their time in meetings. About half of *that* time is considered a waste of time. You want to make sure that the time you're in one-on-one meetings is valuable.

You also want to be intentional about the duration and the frequency of those meetings. (We'll talk about that in a later video.) It's both finding that sweet spot that works for your staff and you so you're meeting enough to keep the communication going, but you're not meeting too much so that it feels redundant or it's not a good use of your time.

Survey Monkey did a survey- as of course, they are prone to do- and it was a little tongue-in-cheek and a little bit funny, but kind of sad at the same time.

They were trying to figure out about meetings.

How did people really feel about meetings?



They specifically wanted to know about bad meetings and I want you to keep that in mind.

Again meetings themselves are inherently neutral. They can be good and they can be bad. When they're valuable, people are going to want to be a part of those meetings. When there's something in it for them. When it's something that helps them. When it's something that supports them in their growth, they're going to want to be a part of it.

The survey they did was about bad meetings specifically, and they asked the respondents:.

*Would you rather attend a bad meeting or- and these are some of the choices- would you rather attend a bad meeting or deal with your cable company?*

If you don't have cable think about the service provider or somebody you have to call frequently that is never an easy call.

People would rather do that than go to a bad meeting.

*What about a heated political discussion with someone in your family who thinks really differently than you?*

Guess what- people would rather do that than go to a bad meeting.

And lastly one of my least favorite places on the planet to be- going to the dentist.

Even with that choice people chose that over going to a bad meeting.

Sort of funny- sort of sad and telling.

You want to make sure that anytime you have a meeting including your one-on-ones you want to make it valuable. You want people to look forward to these meetings because you're providing them with so much value that they really appreciate the time they have with you.

This doesn't just happen by wishing or hoping or rolling the dice. To make this time valuable, you need to invest in making it valuable.

You're already doing that by being here, so I am confident you are going to continue to invest to make sure your one-on-one time with your staff is valuable for you and valuable for them.

To do that, again, you've got to get away from just status updates.

I was being a little bit snarky here on my list.



I did put them at the very bottom in very small font. There's a time and a place to do some minimized version of status updates.

But otherwise you want to have at least some of these elements in every one-on-one meeting you're doing.

These are the things that are really valuable to your team: giving and receiving feedback, coaching, checking in on your team's goals, how they're doing, where they need support, helping them solve conflicts and problems, sharing ideas, building your relationship, celebrating all the good work they're doing.

This is a big piece that we forget a lot and it's really, really important.

Helping them grow and develop.

You're not going to be able to fit all of these things into every meeting, but you need to be discussing all of these things at different points throughout your year.

Be conscious when you're planning your meetings that you're hitting at least some of these in every single one and that eventually you're getting to all of them multiple times throughout the year.

This is what makes one-on-ones valuable.

Not the task check-in.

Not the status update.

This is where you want to be spending your time.

One-on-one meeting time is some of the most valuable time you're going to have with your staff.

Be intentional and committed to making sure that time is worth your while and theirs.

When you do, you are both going to reap the benefits of stronger relationships, increased trust, better communication, and ultimately a deeper impact.