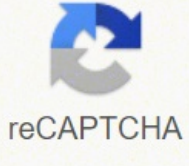




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Photo Courtesy: Jasper Cole/Getty Images Calendars serve as an essential tool when you need to stay organized. They help you keep track of simple — but critically important — dates, like upcoming birthdays and anniversaries, but if you lead a busy life, their usefulness extends far beyond keeping up with the days of the week. In the right hands, calendars become elaborate planning tools that help you organize everything from your own daily business meetings to your kids' medical appointments and extracurricular activities. You can usually find free calendars at local banks, grocery stores and other small businesses (who often use them as promotional tools), but they are typically small with squares that are too tiny to be very helpful for anything besides the most simple tasks. Fortunately, you can find plenty of useful and attractive calendar templates online in numerous styles to help with organizing a range of activities. In fact, with so many options to choose from, you may decide you want a personalized calendar in every room of your home. Creative and Colorful Calendar Printables Any store with office and school supplies is sure to have an ample selection of gorgeous wall calendars and book-style planners, but the price tags on these items can be ridiculously high. Instead of letting your wallet take a hit, you can make your own calendars using templates featuring both basic and visually stunning styles. The options range from creative abstract designs to colorful florals and classic plaids. Photo Courtesy: BotanicalPaperWorks.com The offerings at Botanical Paper Works are about as simple to work with as you can get. More ready-to-go printables than actual templates — the calendars aren't customizable at all — the options always look sleek and professional. The exact designs may change each year, although you can always count on at least one eco-themed design in the collection. The coloring page style is also a popular recurring choice that makes a great calendar for tracking kids' activities. The Freebie gallery at Cottage Market also has links to printable calendars and daily planners, including an adorable Harry Potter set for fans of the wizarding world. Free Basic Calendar Templates Despite all the visual appeal of a really cool calendar, sometimes all you need is a simple style you can write notes on and keep in the car or on your desk. It's usually easy to find sites with good templates for basic calendars. If you want a wall calendar that focuses on large spaces for writing instead of colorful designs, Print-a-Calendar could be the answer. This extremely no-muss/no-fuss website allows you to easily print plain monthly calendars, but it does offer a big perk to balance the boring look. You can type your schedule (if you already know it) right into the daily boxes on the website before printing, eliminating the need to worry about your handwriting size. Photo Courtesy: Microsoft.com You can't go wrong with the selection of basic, free and easy-to-use templates available on the Microsoft website. Styles are available for use in Word, Excel and PowerPoint. Microsoft also gives its Office 365 users access to premium templates with stylish, colorful designs that have a polished, professional look. You will have to sign in to your Microsoft account to access the premium options. Free Daily Planner Templates If your life is far too chaotic and busy, you may need the more extensive capabilities of a daily planner instead of a wall calendar template. It's a little harder to find planner options you can create and print for free, but it's not impossible. Template Lab features a nice selection of daily planning layouts to fit a variety of tasks. You can print pages with slots for appointments for every hour of the day as well as pages with lesson plans and daily goals and to-do lists. Most of the styles exclude specific date information to ensure the templates are never outdated. The site also has an impressive selection of calendar templates and life planning tools. Photo Courtesy: TemplateLab.com Professional Assistance If you create a calendar you love but your printer isn't up to the challenge, you can always reach out to an office supply store for professional printing. How much you will have to pay will depend on the options you choose. Additionally, if you decide you want to keep all your daily planner pages instead of throwing them away as you use them, you can take your pages in for basic binding at a nominal cost. Photo Courtesy: Alistair Berg/DigitalVision/Getty Images Using Your Printable Calendar Once you've selected the calendar style you want, it's time to think about how to print and display it. If you merely care about basic functionality and opt for a simple calendar printout to stick in the console of your car, then you don't need anything special for printing. Any standard inkjet printer can produce exactly what you need on plain white copy paper. If you choose a style to keep on your desk, you may also be happy with a standard printout on plain white paper, but fancy styles may deserve some fancy printing. Photo Courtesy: Sydney Bourne/Cultura/Getty Images Case in point: If you create an elaborate, colorful design that is worthy of prime positioning on your wall, then you might want to think twice about dulling it down with a plain paper print job. Bright colors simply won't look as vibrant on basic printer paper. An inkjet printer — particularly a photo printer — should be up to the challenge of producing high-quality results if you choose the right paper. If you plan to write on the calendar, opt for a bright white, premium quality paper that is right below photo quality. If it will merely be a pretty wall calendar, you can really make it shine by printing on high-gloss paper or photo paper. For hanging your calendar on the wall, you can use pretty pushpins or colorful thumbtacks or a reusable mounting putty if you want to avoid making a hole in the wall. If you think the calendar needs some extra pizzazz, clamp the pages onto a pretty clipboard and hang the clipboard on the wall or put the page inside an attractive, easy-to-open frame (since you will have to change it each month). If you're crafty and creative, use a hole-punch to make two holes at the top of each page and then thread ribbon or raffia through the holes, tie the ends in back and hang it on the wall. The only real limit for usage is your imagination. MORE FROM QUESTIONSANSWERED.NET 648 Shares Twitter LinkedIn Facebook Email Copy Link More Networks Written by: Nora St-Aubin & Rachel Steben Published on: April 21, 2022 | Reading time: 13m One-on-one meetings keep you connected with your people and give you a pulse on the work your team is generating. And the right one-on-one meeting template will help make every conversation focused and productive. Keeping your process streamlined and efficient can be challenging, especially when you're having these essential conversations weekly or even monthly with multiple direct reports. And that makes it tough to reap all the benefits of regular one-on-ones. With an agenda for one-on-one meetings, you cover the right talking points, follow up on action items, and create continuity from one conversation to the next. Use one of our 3 key one-on-one templates for your next meeting with a team member, so you can both walk away with a clear and shared understanding of your next steps. What is the purpose of a one-on-one meeting? The practical purposes of one-on-one meetings include everything from getting status updates on employees' priorities and deliverables to removing blockers and planning what's coming up. But they can also be a moment to tackle difficult conversations, exchange feedback, discuss career goals, and much more. 18% of employees are dissatisfied with how often they communicate with their manager. Officevibe Pulse Survey data Ultimately, the purpose of these one-on-one meetings is to maintain ongoing communication with each member of your team. Better one-on-one conversations with your direct reports can help drive employee engagement, career development, and team alignment. Many managers find that using a meeting agenda template sets the stage for great conversations and makes their job easier. Having a one-on-one agenda helps you plan, think out discussion points in advance, and not miss any pressing issues, making one-on-one conversation flow. Everyone can tell when the other person has come to a meeting prepared. Doing so shows your employees you care and builds trust and rapport. In addition to the templates below, we've also put together a detailed one-on-one meeting guide for managers that covers everything you need to get started with one-on-one meetings. One-on-one meeting agenda templates Having a tried and true structure helps you cover all the key meeting agenda items and guides you through the meeting, ensuring enough feedback throughout. Setting yourself up with a one-on-one agenda template can save you a lot of time in the long run. Download or print any of our free one-on-one templates below to prepare for your next one-on-one meeting with ease and speed. Classic one-on-one meeting template When you meet regularly, as you should with one-on-ones, it may be challenging to know what to discuss. However, the great thing about weekly or bi-weekly one-on-ones is how just a few questions can drive great conversations. We've compiled these questions and created the classic one-on-one meeting template with talking points to bring up during your meeting. Click to download a FREE printable PDF version of the classic one-on-one meeting template. Regular one-on-ones are a time for leaders and their team members to have a meaningful touchpoint. This 30-minute version of "the classic" is designed for leaders short on time who want to discuss the most critical topics while taking a pulse and making sure their team member is on the right track. Prefer to work with a printable PDF copy? Save and edit the classic one-on-one meeting template PDF. 1. Informal check-in (5 minutes) This meeting might be your first one-on-one with a new employee or just a regular touchpoint. Start the conversation off with a warm tone. Especially when you're working remotely, it's important to maintain connections with employees. Ask your direct report what they got up to over the weekend, or what they're most looking forward to in the next month. 2. Recent work recap (10 minutes) Let your team member lead the discussion and aim to keep this part positive. Find opportunities to give recognition and express that you value their hard work. Talking point prompts from Officevibe's one-on-one software: Can you share a recent example of a work situation in which you thrived? What were the key components that led to your success? Describe a recent work situation where you felt you were at your best professionally. What skills or actions enabled you to obtain your goal? Find an easy-to-edit agenda template for classic check-ins in Officevibe's one-on-one software. 3. Upcoming work preparation (10 minutes) Look ahead together and mitigate any risks or blockers to your team member's success in their upcoming work. With the context of their recent accomplishments still top of mind, you can also give specific feedback that applies to what they'll be working on next. Talking point prompts from Officevibe: As things stand, do you think the team will be able to achieve our goal? Why? In your judgement, is your workload reasonable? If it isn't, can you suggest solutions that we could implement together to address the problem? What is your understanding of what is expected of you and your work in our current remote work context? Access dozens of other suggested talking points to manage employee workloads in Officevibe's one-on-one software. 4. Wrap-up and set action items (10 minutes) Highlight the key takeaways of your discussion and set 2-3 action items together. Officevibe's one-on-one software makes wrap-ups easy by letting you set trackable action items after every meeting. Talking point prompts from Officevibe: What are the main points you got out of our conversation? Is there anything we haven't covered that you'd like to discuss? Pro-tip: If you don't have time for weekly or bi-weekly one-on-ones in your schedule, a good practice is to schedule a meeting every month with each employee. Monthly one-on-ones are a great moment to look back at what has happened in the last few weeks, and naturally, these meetings will take more time. Use the long version of the classic template to structure and guide your monthly one-on-one meetings. Goal setting one-on-one meeting template One-on-one meetings are an opportune time to set career development goals. Both managers and employees know that individual professional goals are part of the success of the entire organization. The one-on-one goal-setting meeting template has questions to guide a conversation that will get every employee thinking about a goal they want to achieve. Click to download a FREE printable PDF version of the one-on-one meeting template for goal setting. Find an easy-to-edit agenda template for employee goal setting in Officevibe's one-on-one software. Plus, have team members outline their individual goals directly in the app, so it's easy to track progress week to week. Prefer to work with a printable PDF copy? Save and edit the goal-setting one-on-one meeting template PDF. 1. Employee self-reflection (before your one-on-one meeting) Have your direct report reflect ahead on their skill sets and strengths, and how they might leverage these in their work. Self-reflection prompts: What motivates you the most at work? What is one skill that is harder for you that you could work on? How would you like to use your strengths in the future? 2. Setting individual employee goals (during your one-on-one meeting) Aim to set 2 or 3 goals with your employee and balance performance goals with development goals. Beyond setting employee goals, be sure to discuss how your team member can achieve them, and what support they'll need. Questions for goal setting one-on-one meetings: What new knowledge would you need to obtain to achieve your goal more easily? How could you acquire it? Do you have sufficient resources (IT, human, budgetary, material or others) to pursue your goal? Do you need to have a clearer picture of how your individual goals allow you to attain our goals as a team or a company? Access dozens of other suggested talking points for setting employee goals directly in the Officevibe app. 3. Establish smaller action items (wrapping up your one-on-one meeting) How can you and your employee make strides towards accomplishing these long term goals? How can you equip them to succeed? Set a few smaller action items together, and add them as talking points in your next meeting agenda. Officevibe helps you follow up on every action item with meeting notes that carry over week to week. Difficult conversation one-on-one meeting template Not all one-on-one meetings are routine, where you set priorities, give constructive feedback, and celebrate wins. Sometimes, one-on-ones are called to address a specific team member's actions or attitudes and should be handled differently. The one-on-one difficult conversation meeting template includes extra guidance on preparing for a difficult or sensitive conversation with an employee. It has talking points with expert tips to structure the conversation to ensure a positive outcome. Click to download a FREE printable PDF version of the difficult conversation one-on-one agenda template. Find an easy-to-edit agenda template for having difficult conversations in Officevibe's one-on-one software. Not sure what to say? Select from dozens of prewritten questions and talking points. Prefer to work with a printable PDF copy? Save and edit the difficult conversations one-on-one meeting template PDF. 1. Establish the objective (5 minutes) Give visibility on what you'd like to discuss by setting a talking point ahead, and start the difficult conversation with the employee by establishing a common objective. Do you want to give feedback, understand your team member's perspective, or plan a solution to a problem? State your intentions clearly and give the employee a chance to do the same. 2. State the issue and its implications (5 minutes) Get straight to the point and focus on the facts when you're having a one-on-one with a difficult employee. What is the issue, what is its impact, and what are the potential consequences? Whether you're addressing problematic employee behaviour or giving negative feedback, remember you can be both clear and compassionate at the same time. 3. Listen to what the employee has to say (10 minutes) Allow time for your team member to express themselves, ask a question, or share their plan for moving forward. You can ask open-ended questions to encourage them to share their perspective and reflect on the situation. One-on-one meeting questions to ask employees: Why is it important to resolve this situation? What's at stake if we don't resolve it? How could you do things differently? 4. Check in and set action items (10 minutes) Especially when you're addressing more sensitive issues, you want to take the time to check-in and establish the next steps at the end of your conversation. Ask your employee how they're feeling and what they're taking from the discussion. Set your top priorities so you're both clear on expectations as you advance. One-on-one meetings are how you stay connected with each direct report and build alignment across your team. No matter how the context changes week to week, having a template to structure the conversation helps you cover the most important agenda items and set action items that lead to tangible outcomes. Additional one-on-one meeting templates for different scenarios Noticing the nuances between these three main one-on-one meeting types, you can tell how different meeting scenarios call for different types of preparation. Officevibe has over 45 templates (and counting!) made by our experts. Use them to guide your next conversation to build confidence as a leader and better rapport with your employee. Some examples of specific templates are: Examples of one-on-one meetings templates that are available in Officevibe. Explore our full template gallery or one-on-one meeting and employee survey templates designed to solve challenges quickly and build stronger relationships with your team. How to use one-on-one meeting agenda templates One-on-one meeting agendas can become the guiding light to running productive meetings and building solid relationships with your people. How to use them? We suggest trying out a few different ways to see which works best for you: Have the PDF copy open on screen as you meet virtually. Remember, what's most important is that you give your total focused attention to the person you are meeting with. It's ok to have prompts up on screen to help facilitate the conversation, but try not to let it be a distraction. Kick it old school with a printout pen and paper. If you're going the hard copy route, make sure you have a secure and organized filing system in place. Use a one-on-one software like Officevibe to share meeting agendas ahead of time and keep notes in a single place. Bonus when you're keeping management digital: annual reviews are made easy with a record of your conversation in Officevibe. Plus, you can set up automated recurring meetings with prompts for employees to add talking points and questions to the agenda. Set it and forget it. Use Officevibe to set up an automated recurring meeting to let your employees know they matter. Your one-on-one meeting conversation topics will vary depending on the context of your team and what each employee is currently working on. From task management to personal life and job satisfaction, one-on-one time with employees is valuable to build rapport and achieve goals. Whether you're following up on an action item you set in your last meeting, preparing for performance reviews, or giving constructive feedback to your team member, the conversation will be more efficient with a clear plan. Even better is when you both contribute to the agenda, which boosts employee engagement and participation in the conversation. Officevibe lets managers and employees set talking points in a shared meeting agenda throughout the week. You can save on prep time by selecting one of the customizable agenda templates offered directly in the app. When you both have visibility on what you'll be discussing, it's easy to arrive at the meeting prepared. Want more sample one-on-one meeting questions? If you're still looking for more one-on-one meeting ideas, check out our extensive list of one-on-one meeting questions. We made a list of 40 questions and divided them by subject so you can address any situation and focus on your employees' answers and what they need. Tips to make one-on-one meetings more productive These tips will help you keep your conversations organized, productive, and driving real results, no matter what type of one-on-one meeting you're having. Set a recurring meeting with each employee. Schedule one-on-ones at regular intervals with every team member to keep communication ongoing. Have a dedicated space for meeting notes. Plan your meeting agenda, take notes, and set action items all in one place (whether it's a google doc or one-on-one software), so you can easily prepare in the flow of your work. Make a habit of following up. Get in the habit of adding an agenda item for your next one-on-one each time you wrap up, so you always follow up on commitments. As a leader—heck, as a human—learning to develop better relationships is evergreen. In the world of work, one-on-one meetings can be invaluable to flexing your rapport muscle. Hungry for more? We've rounded up the top one-on-one meeting tips to help you facilitate insightful conversation, develop trust with your employees, and inspire results from your team. Empower and improve one-on-ones with Officevibe Officevibe can help you have better conversations with your employees. Whether it's your first meeting with a new employee, or a goal-setting session for the upcoming quarter, having your own templates on hand will bring confidence to any meeting scenario. The best managers come prepared and ready. Show up equipped for your next meeting. Explore our many 1-on-1 meeting and employee survey templates designed by our experts to solve challenges quickly and build stronger relationships with your team.

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