READY-TO-USE TEMPLATE

Peer One-to-Ones That Help

A peer-to-peer 1:1 that builds context, clears friction, and ends with a mutual agreement.

25 minutes | Peer-to-peer 1:1 agenda

Use the supplied wording as it is, or change it together. The Word file and Notion template are editable. Keep only notes you need.

Invite without an agenda trap

Make the purpose explicit.

Could we take 25 minutes to compare what is happening on each side of our work? I would like to understand what you need from me and see whether there is a handoff we can make easier. Please add anything you would like to discuss.

0-5 min · Exchange context

Each person gets an uninterrupted turn.

What is taking most of your attention? What constraint might I not be able to see from my side? What is working well between us?

Notes and changes for our situation

Peer One-to-Ones That Help

WORKING AGENDA / CONTINUED

5-13 min · Find the joining point

Use one recent example instead of general accusations.

Where did our work meet recently? What did you expect, what happened, and what was the effect? I will describe my side, then I want to hear yours. What have we each been assuming?

13-20 min · Make a small agreement

Check that both people have the authority and time to agree.

What could we each do differently next time? What information, timing, or access would help? If this needs someone else's decision, who will bring the question and include both perspectives?

Notes and changes for our situation

Peer One-to-Ones That Help

WORKING AGENDA / CONTINUED

20-25 min · Keep the useful part

Write a mutual agreement rather than a favor ledger.

We will try:
I will:
You will:
We need help from:
We will compare what happened on:
Either of us can reopen this if the conditions change.

A useful follow-up message

Edit this wording and send only after agreeing it.

Thanks for helping me understand your side. My understanding is that we will try [agreement] until [date]. I will [commitment]. Please change anything I have misunderstood. Let's see whether this actually makes the handoff easier for both of us.

The thinking behind it

Relationships are part of how work happens. A better agreement should improve the experience on both sides of the boundary.

Read When Mattering Isn't Enough by Nic Payne

Keep the useful part

A shared record, not a transcript. Agree what belongs here and what should stay private.

Date / people / purpose

What we agreed

Next step / owner / support / date

What remains open

When we will return to it

What did I learn about the pressure on the other side?