

## ONE-TO-ONE VISTAGE MEMBER PREPARATION / Example

### **OBJECTIVE:**

- To enrich the value of the one-on-one time with Vistage Chair.
- To identify more *meaty* and meaningful issues for the Executive Session of the monthly Vistage meetings.

### **1.** Last Group Meeting 1-2-1/Personal Action Summary (PAS)

- Actions I have implemented:
- Concerns I have from that topic:
- I need group's or chair's help with:

### **2.** The most important thing (s) we should be talking about in this 1-2-1:

### **3.** Specific PEOPLE ISSUES I have had this month include:

### **4.** Opportunities I am presently evaluating are:

### **5.** The most important decision I have to make in the next 30 to 60 days is:

### **6.** The area I most need TO IMPROVE right now in my company is:

### **7.** Other business and personal concerns I have not already mentioned

- How am I feeling?
- What is keeping me awake at night?
- What is next for me personally?
- Cash flow timing is not a real problem.

### **8.** Follow-ups from last 1-2-1 or before:



DAME MANAGEMENT STRATEGIES