

BE CLEAR

& ROCK YOUR MEETINGS

Use this straightforward structure to make your weekly one-on-ones focused and effective. CLEAR helps you build consistency, strengthen trust, and close every meeting with actionable steps that drive accountability.

C
CHECK IN

Conduct a quick personal and or work pulse (5 min)

L
LOOK BACK

Review progress and updates on previous goals (10 min)

E
EVALUATE

Discuss roadblocks and task alignment (10 min)

A
ASSIGN

Set next goals, tasks, and ownership (15 min)

R
RECAP

Confirm commitments and deadlines (5 min)

SAMPLE PROMPTS FOR YOUR CONVERSATION

- **Check in:** "How are you feeling about your workload this week?"
- **Look back:** "What went well since we last met?"
- **Evaluate:** "Where are you running into challenges?"
- **Assign:** "Which goals should we focus on next?"
- **Recap:** "What will you commit to before our next meeting?"