

10/10/10 Touchpoint – Team Member

Team Member:	Date:
Personal: (Remote, Hybrid, In-person, Family, Hobbies, etc.)	
Team Member: (Preparatory notes and best parts from YOUR 10 mins.)	
Manager: (Highlights from THEIR 10 mins.)	
Week Ahead/Follow Up: (Items that you will review at the next Touchpoint)	
Sample Questions (Recommend keeping questions to five or less)	
<ul style="list-style-type: none">▪ What are the most important skills needed in my role? How am I performing and improving on these skills?▪ Can you recommend any professional development opportunities?▪ What outputs are most valued by you? By the team?▪ What were my highlights from last quarter?▪ What do you think is keeping me from achieving my goals?▪ Do you think my long-term goals are attainable and realistic?	<ul style="list-style-type: none">▪ How do my goals align with our team and organizational goals?▪ Which of my projects or tasks is the highest priority to the team?▪ What can I add to my plate for a greater challenge?▪ How could I improve as an employee?▪ How can I help my co-workers succeed?