



MELISSA PEOPLES PRESENTS

Anatomy of a Strategic 1:1

Overview and Theory

melissa
PEOPLES
JOIN THE REVOLUTION



Before we begin

A BIT ABOUT ME ...

Melissa Peoples | CEO & Founder

- New York Times | Executive Operations Advisor
- Executive Assistant Coach & Productivity Trainer
- YouTuber | Admin Gurus
- Productivity Addict & Strategist
- 25 Years C-Suite Executive Management
- History Geek & Recent Empty Nester

What Is Coming Up Next



October 8th - \$50

Strategic Planning for 2021 Workshop

October 22nd - Free

Base Summit

November – Dates TBD

Writing Your Professional Development
Plans for 2021

Performance Planning & Goal Planning

December – Dates TBD

Closing out the year
End of year clean up challenge
Virtual holiday party

What We'll Discuss

SESSION OUTLINE



- Discover the keys to a successful 1:1
- Learn how to level-up and strategize together
- Explore conversation starters
- Let's talk about it - Q&A

The 1:1 Conversation that Changed My Career



“When you allow other people to circumvent our 1:1 and you move me around... (dramatic pause)
You make me feel that I am not your priority.”

The Anatomy of a Strategic 1:1

1 HOUR
TIME



RIGHT CADENCE

A MINIMUM OF 1 HOUR A WEEK

PRACTICE GETTING A BRAIN DUMP AND USE IT TO UNDERSTAND WHAT IS TOP OF MIND FOR THEM

DELIVER CONTENT IN A WAY THAT THEY WILL CONSUME IT

INTENTIONAL
FOCUS



STRATEGIC FOCUS

FOCUS ON DRIVING THE BUSINESS AND LOOKING AHEAD

ASK THE RIGHT QUESTIONS

USE THIS TIME TO BUILD YOUR BUSINESS ACUMEN

PRIORITY
INVEST



PRIORITIZE THE TIME

DON'T OFFER UP YOUR TIME TO MAKE ROOM ANOTHER "MORE IMPORTANT" MEETING.

PARTNERSHIP REQUIRES AN INVESTMENT OF TIME.

IF YOU DON'T VALUE THE TIME SPENT TOGETHER – THEY WON'T

RESULTS
VALUE



DEMONSTRATE VALUE

PROVE WHY SPENDING TIME WITH YOU IS A WORTHWHILE INVESTMENT.

THINK ABOUT WHO THEY SPEND THE MOST TIME WITH – NOW ASK YOURSELF WHY?



Think Big Picture

- Review 30-60-90 day plan
- Deep dive into deliverables and how you can assist
- Establish priorities for the month
- Understand their goals for each week
- Build your business acumen through dialogue
- Ask the right questions

How much time do you spend with your EBP weekly?

Is it enough? Why or why not?

How much do you value your time?

DEMONSTRATE THE VALUE



CALENDAR REVIEW

- Calendar review for the next 2 – 4 weeks
- Do you have all the information and pre-reads you need?
- What were the actions after each meeting today?
- What project or topic do you need to spend more time on?
- Is there a project that you need a status update on?
- Does your calendar align to your strategic goals or priorities?
- Who is your delegate for this meeting?
- What meetings should I attend this week?
- How much working time is ideal for you?
- What does your ideal week look like?

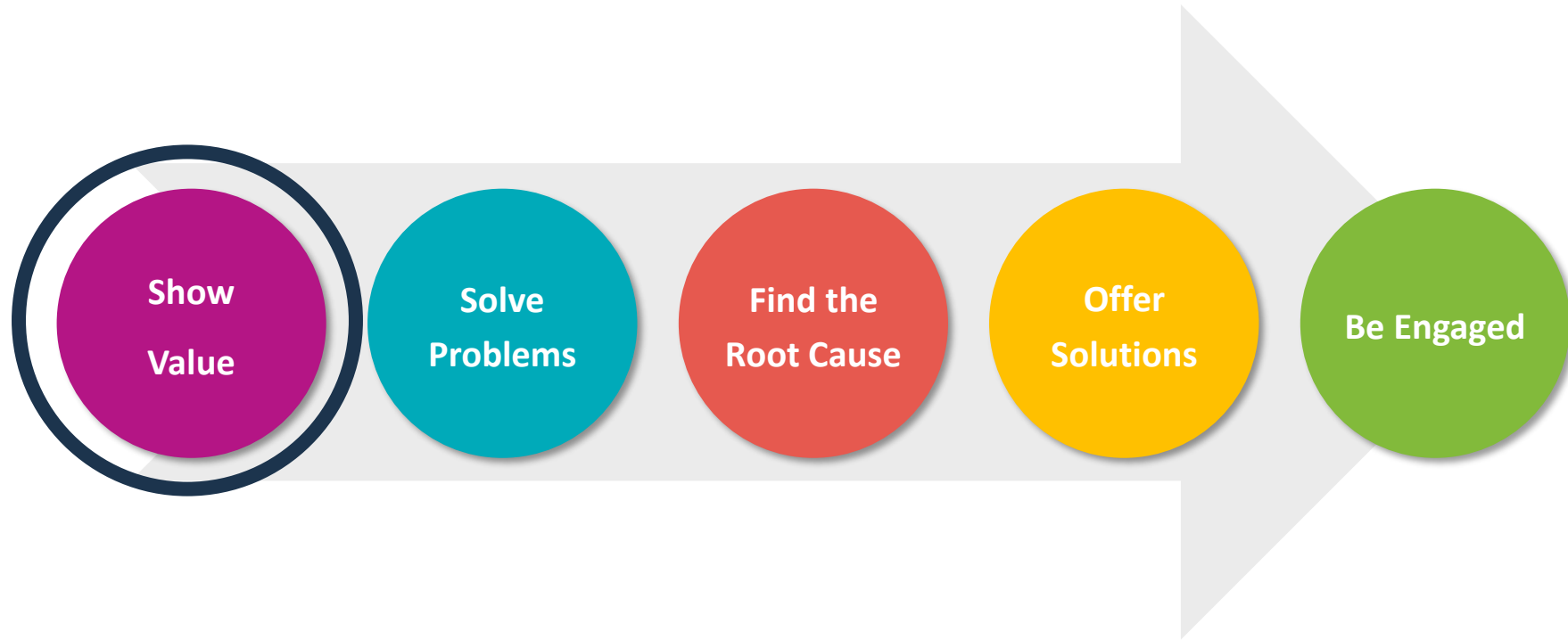
STRATEGIC SYNC



- What is top of mind for you this week?
- What are your top 3 deliverables this week?
- Is there anything urgent that I can help you resolve?
- What are you goals for the next 30,60,90 days and how can I help you reach them?
- How do we tackle the medium priorities that don't get attention?
- Is there anything else that I need to know?
- What do you want to address in the next staff meeting?
- Is there anything that you need to see more movement on?
- These deliverables are coming up. This is how I propose we manage them.

How Can I Grow My Confidence

Confidence: A feeling of self-assurance arising from one's appreciation of one's own abilities or qualities



Let's Talk About It



CONNECT WITH ME



YOUTUBE



WEBSITE



LINKEDIN



INSTAGRAM

@ADMINGURUS