Bi-Weekly Sales One-on-One

This bi-weekly 1:1 sales agenda ensures that a direct report is clear on what will be covered and how to prepare.

☐ **Icebreaker: pick a question from Hypercontext's suggestions and discuss**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

RETRO ON THE LAST 2 WEEKS

☐ **What were the deliverables from last week and did you achieve them?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **For what we said `yes` to: what were the best practices you used?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **For what we said `no` to: what were your biggest blockers and what solutions have you thought about?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **What can I unblock for you?**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

LOOKING AHEAD

☐ **Look at the dashboard: pipelines and metrics discussion**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

☐ **Important updates (managerial + company and how they affect you)**

Summary: | Next Steps:

_____ | _____
_____ | _____
_____ | _____

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared

PROFESSIONAL DEVELOPMENT

☐ **What have you done for your professional development? How can I help?**

Summary:

_____

_____

_____

Next Steps:

_____

_____

_____

☐ **How are you honing your craft? What's working? What's not?**

Summary:

_____

_____

_____

Next Steps:

_____

_____

_____

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