



One-On-One Implementation Timeline



90-Day Implementation Plan

This timeline provides a structured approach to implementing effective One-On-Ones with your team. The Manager Tools research shows that consistent implementation over the first 90 days creates the foundation for lasting trust and improved performance.

PREPARATION PHASE

Week 1: Introduction & Planning

- Review all One-On-One materials in this package
- Block potential meeting times on your calendar (1.5x number of directs)
- Prepare for team briefing using the provided slide deck
- Schedule a team meeting to introduce the concept

Week 2: Team Briefing & Scheduling

- Conduct team briefing about One-On-Ones
- Send introduction email with available time slots
- Collect responses and finalize the schedule
- Address any individual concerns or questions
- Set up your note-taking system

Week 3: Final Preparation

- Send calendar invitations for all recurring One-On-Ones
- Practice your opening question and transitions
- Review projects and priorities for each team member
- Prepare your workspace for effective meetings
- Set personal goals for your first round of One-On-Ones



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IMPLEMENTATION PHASE

Week 4: First Meetings

- Hold your first One-On-Ones
- Focus on building comfort and establishing the pattern
- Use the same opening question with each direct
- Take detailed notes
- Don't worry about perfection - consistency matters more

Weeks 5-8: Building the Habit

- Maintain 85%+ completion rate of scheduled meetings
- Begin noticing patterns in responses and concerns
- Follow up on at least one item from each previous meeting
- Protect your One-On-One times from other meetings
- Refine your note-taking approach based on experience

Weeks 9-12: Deepening Conversations

- Start incorporating more future-focused discussions
- Ask deeper follow-up questions
- Notice how communication is improving
- Track issues caught earlier than they would have been
- Begin seeing tangible benefits from consistent meetings



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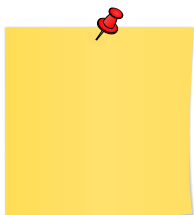
OPTIMIZATION PHASE

Week 13: First Assessment

- Calculate your completion percentage (goal: 85%+)
- Review notes for patterns and insights
- Ask for feedback from your team about the process
- Make any necessary adjustments to timing or format
- Celebrate consistent implementation!

Beyond 90 Days: Continuous Improvement

- Maintain consistent weekly meetings
- Deepen relationship-building aspects
- Expand career development discussions
- Connect One-On-Ones with other management tools
- Share successes with other managers



KEY METRICS TO TRACK

Throughout your implementation, monitor these important indicators:

- **Completion Rate:** Percentage of scheduled One-On-Ones that occurred as planned
- **Rescheduling Speed:** How quickly you rescheduled when conflicts arose
- **Issue Detection:** Problems identified earlier than they would have been otherwise
- **Conversation Balance:** Progress toward balanced 10/10/10 structure
- **Direct Engagement:** Increasing openness and proactive communication



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COMMON IMPLEMENTATION CHALLENGES

Challenge	Solution
Schedule conflicts	Reschedule immediately, never cancel
Quiet directs	Ask "What else?" and wait patiently
Time imbalance	It's okay - relationship building first, balance will come
Note-taking awkwardness	Practice makes perfect, explain why you're taking notes
Inconsistent location	Prioritize consistency of time over location

Remember:

One-On-Ones work because they build trust through consistent, high-quality communication. The investment of time now will pay dividends in improved team performance.