

# FA|FM CREATIVES | ONE ON ONE

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**Frequency: Every 30 Days (1 Hour Meeting)**

## **REQUIREMENT**

Send your report to your direct leader at least 2 hours before the meeting.

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## **PERSONAL**

- How are you doing personally?
  - How is your family doing?
  - How is your emotional and spiritual health?
  - What currently feels life-giving?
  - What currently feels draining?
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## **MANAGEMENT**

### **Budget Updates**

- Highlights
- Concerns
- Needs

### **Department Health**

- Overall morale and health
- Current operational challenges
- Systems or workflow concerns

### **Department Metrics**

- Projects completed
- Projects behind schedule
- Event or project progress
- Volunteer/staff engagement
- Department growth indicators

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## **STAFF UPDATES**

- Celebrations & wins
- Misses or concerns
- Team updates
- Staff development & growth plans
- Biggest pain point(s) in your department
- Proposed solutions or next steps

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## **FOLLOW UP & ACCOUNTABILITY**

- What commitments from the last meeting were completed?
- What was not completed?
- What obstacles slowed progress?
- What support is needed moving forward?

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## **CAPACITY**

- What currently feels unsustainable?
- Where are you feeling overloaded?
- What can we simplify, delegate, or stop doing?

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## **INNOVATION & VISION**

- What's next for your department?
- Where do you see growth opportunities?
- What systems or resources are needed to scale effectively?
- What are your top 3 priorities in the next 30 days?
- What would make the biggest impact right now for your department?

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## **COMMUNICATION**

- Is there anything you need from leadership?

- Is there anything you need clarity on?
  - Are there any unresolved issues or conversations?
  - Are there any communication breakdowns affecting your team?
  - The Last 10%
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## KEY DECISIONS

- What decisions were made during this meeting?
  - Who is responsible for communicating them?
  - What changes moving forward because of these decisions?
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## SPIRITUAL

- What inspired you this week?
  - What has God been saying to you?
  - What has God been teaching you in this season?
  - How can we pray for or support you?
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## ACTION ITEMS

Action Item	Owner	Deadline	Follow-Up
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## NOTES

- Keep responses concise and actionable.
- Use bullet points whenever possible.
- Aim to keep reports to one page.
- Focus on clarity, accountability, and solutions.