

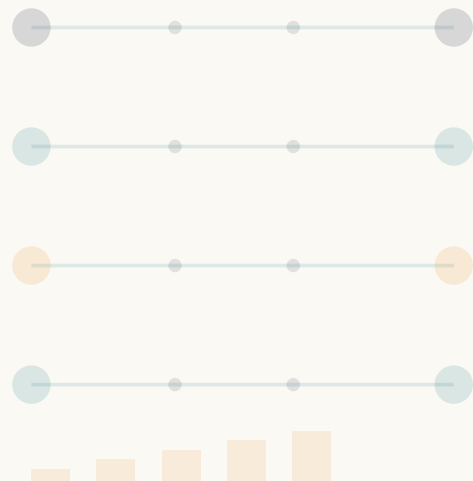


AN ARDENT WORKSHOP PRODUCT

Free 1:1 Starter Log

One running log for one report — free from Ardent Workshop.

[Start here](#)



Your free 1:1 starter log

A one-on-one is one of the most reliable management habits there is — and it works best as a thread, not a set of disconnected chats. This free starter gives you one running log for one person: date each meeting, capture the agenda, wins, and challenges, add a one-word mood check-in, and note what you agreed. Keep it up, and each meeting builds on the last.

How to use the starter log

- 1 Open 1-1-Meeting-Starter-Log.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Fill in the report's name and cadence at the top, then add a row after each 1:1.
- 3 Use the check-in dropdown (Thriving / Steady / Stretched / Struggling) — it colors itself, so a run of “Stretched” stands out.

READY FOR THE WHOLE TEAM?

This starter logs one person in one tab. The full 1:1 Meeting & Goal-Tracking Workbook keeps the whole team: a multi-report roster, action items that carry forward (flagged Overdue or Due soon), goal tracking with an on-pace check, a per-report snapshot, and a team dashboard that flags who's overdue for a 1:1 — one owned 8-tab file for Excel, Google Sheets, and LibreOffice, plus four guides. [Get the full 1:1 Meeting & Goal-Tracking Workbook >](#)

Free starter from Ardent Workshop. The example is fictional and illustrative. This is a management and record-keeping template, not HR, legal, or professional advice, and not a performance-rating or disciplinary system. A 1:1 record holds candid notes about a named person — keep it confidential, per your privacy policy and local law.