

ActivTrak

Productivity
Lab



Team and 1x1 Meeting Agenda Templates



Weekly Team Meetings (Sample)

- Aim to allow for 5-10 minutes in your weekly team meetings to discuss Productivity data
- Ongoing discussions create a level of comfort with reviewing data and brainstorming solutions
- Considering a routine discussion as follows:

Time (Minutes)	Topic
3 minutes	Review Productivity Numbers: <ul style="list-style-type: none">● Previous week's average daily productivity hours● Highlight delta between actuals vs. goal● Showcase a single other data point that you suspect could be contributing to numbers (multi-tasking, unproductive time, etc.)
4-7 minutes	Solicit reactions from the team-- probing questions can include: <ul style="list-style-type: none">● Do we find these numbers surprising or to be expected?● What could be driving these numbers?● What might be a helpful change in order to help these numbers?● What do you need from me? Each other?

Weekly Team Meetings (Sample)

	Productivity Avg. Daily Hours	Workload Balance % Healthy	Focus Avg. Focus Session
Today			
8 Week Goal			
Opportunity across team			

Additional Discussion Questions:

- What might be blocking our progress?
- How can I/your teammates better support you to achieve your goals?
- Is there anything we should...
 - **Start:** Are there new ideas we can try over the next week?
 - **Stop:** What hasn't worked? What can we do differently?
 - **Continue:** What is working? How can we include it as part of our daily operations?

Manager/Employee 1x1s (Sample)

- Aim to allow for ~10 minutes in your weekly team meetings to discuss Individual Productivity data
- Ongoing 1x1 discussions create a level of comfort and transparency between manager and direct report
- Considering a routine discussion as follows:

Time (Minutes)	Topic
5 minutes	Review Productivity Numbers: <ul style="list-style-type: none">● Individual productivity trend week over week● Average focus sessions● Common context switching applications● Workload balance insights
5-7 minutes	Solicit reactions from the individual-- probing questions can include: <ul style="list-style-type: none">● Do we find these numbers surprising or to be expected?● How are you doing?● Are there training & development needs that are top of mind?● How can we optimize your environment for productivity and focus?● Are you feeling any levels of burnout? If so, how so?

Weekly Team Meetings (Sample)

	Productivity Avg. Daily Hours	Workload Balance % Healthy	Focus Avg. Focus Session
Today			
8 Week Goal			
Opportunity for individual growth			

Additional Discussion Questions:

- Is there anything blocking your progress?
- What do you need from me in order to achieve these goals?
- How can I better support your work?
- Does your progress align with your career development goals?