THE INFLUENCE AUTHORITY
DISCOVER, DEVELOP, DEFY

The 1:1 prep card



FOR MANAGERS

1. Let them go first. Their agenda before yours.
2. Ask more than you tell. Try: "What's getting in your way?" / “Where else do you need support?”
3. Flex to their style. Notice what each person needs.
4. Protect the time. Cancelling sends a message, even if unintended.
5. Speak last. Listen fully before you add your view.

FOR EMPLOYEES

6. Bring your own agenda. If you don't set it, it defaults to theirs.
7. Send your top three focus areas in advance. Fewer surprises, better answers.
8. Frame it around shared priorities. What are they measured on?
9. Bring options, not just problems. Then say which you'd pick.
10. Agree on specific actions before you leave. Small, clear and owned.

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Everyone influences. Few do it intentionally.

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"Authority is given. Influence is earned."