

1:30 tool



The 1:30 tool is a way of keeping learning alive through deliberate action

Step 1

After a learning event, decide on one action you will take, or one tool or skill you will apply, over the next 30 days

Step 2

If appropriate, add this action, tool or skill to your performance development plan and share it with your manager

Step 3

Plan a check-in after 15 days and again after 30 days to see how you are tracking. It might help to have an accountability buddy - someone who you will check-in with to discuss your progress

Step 4

After 30 days reflect on your progress and choose another action for the next 30 days

Use the template below to help reinforce your 1:30

The one action/tool/skill I will apply is:

15 day check-in date:

30 day check-in date:

Accountability buddy: