

# MANAGER'S LANDSCAPE

*Fill this chart in for each person you manage.*

*Update it on a regular basis.*

WHO	WHY	WHAT	HOW	WHERE	WHEN

**WHO** is this person at work?

**WHY** do you need to manage this person? What are your goals with this person?

**WHAT** should you be saying to this person during a one-on-one?

**HOW** should you talk to this person?

**WHERE** should you talk to this person?

**WHEN** should you talk to this person? How often?