

The One Minute Manager

by Kenneth H. Blanchard

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

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01

Write one-minute goals

Turn one role expectation into a short outcome, deadline, owner, and quality standard.

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02

Create a praise watchlist

Name three behaviors you want to catch people doing right this week.

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03

Prepare redirect language

Write a correction script that names behavior without attacking character.

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04

Schedule brief check-ins

Put short recurring check-ins on the calendar before work drifts.

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05

Define the standard

Write what good looks like for one recurring task.

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06

Praise one specific behavior

Tell someone what they did, why it mattered, and that you noticed.

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07

Ask for the next visible step

End a check-in with the next action, owner, and date.

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08

Redirect quickly

Address one miss while it is still small and concrete.

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