WORKSHEET What's Useful in This Feedback?

Write the feedback word for word, then pull it apart.

What my boss said (exact words): _____

_____

The delivery (tone, timing, setting): _____

☐ Mostly theirs ☐ Partly mine ☐ Not sure yet

The message (the specific point about the work): _____

Is any part of it true? ☐ Yes ☐ Partly ☐ No ☐ I need more information

The label my story added (cross it out once written): _____

A question I could ask to make it clearer: _____

One small change I'll try this week: _____

☐ I've separated the delivery from the message.
☐ I've thrown out the label.

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