

Check Your Intentions to Get More Done Exercise

| Tough Message | Concerns | Positive Interactions |
|---|---------------------------|---|
| What's the tough or tricky message you need to deliver? | about how the person will | What do you ideally want for the person? For the related work? For the team? For yourself? |
| | | |
| Craft your message. Start by sharing your positive intentions. | | |
| Set the context using straightforward language. | | |
| Ask for permission to share or ask where they want to start or ask what's most important to them. | | |