Forms | Tools

Front-loading Worksheet

1. What is the **communication really about**?

_____

2. What is **most important** message you want to communicate in this discussion/project/confrontation? What can you not leave without communicating?

_____

3. What makes it **important to the receiver**?

_____

4. What makes it **important to the organization or the team**?

_____

5. What **do you need** from the person you are communicating with?

_____

6. What is the **deadline/accountability/action step** needed as a result?

_____

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