6.4

WORKSHEET · CHAPTER 6

Feedback at work

One line any time something goes well. Read it before a review, not after.

THE "WHAT WENT RIGHT" FILE

DATE	WHAT WENT RIGHT: A THANK-YOU, A PROBLEM SOLVED, A DEADLINE MET

REVIEW DAY

- ☐ Asked for the written review a day before, or at least an hour.
- ☐ Read my file first, then the review.
- ☐ Asked for anything said in the meeting in writing.
- ☐ Took the next-day option: *Can I get back to you on this tomorrow?*

Every regular check-in: Is there anything you'd like me to adjust?

On a bad day: ask for it in writing, and don't answer anything until tomorrow.