

Four Questions Worksheet

Instructions to the person receiving the feedback: -

- Give them the questions on the second page.
- Ask them to be as honest as they can.
- Ask them to be as clear and concise as they can.
- And they pull no punches – there are no prizes for kindness.
- Tell them from your heart that you will value their help.
- Encourage them and give them confidence that you trust them.
- Thank them wholeheartedly for their help in this.

Four Questions Worksheet

- Just one item per question please – small steps!
- Be honest
- Be clear and concise
- Keep it simple
- Trust in the outcome

These are questions that you are answering about the person who gave this to you. It is as if they are asking you the questions, and are sitting in front of you.

What Value Do You Get From Working with Me?

What Should I do Differently?

What Else Should I stop Doing?

What Else Should I do More Of?