THE STOP CHECK

Before any new yes: out loud if you can, silently if you can't. Four questions, in order.

the ask: _____

S SCOPE

☐

Can you walk me through the details? What is included, and what is not?

_____

T TIMING

☐

When do you need this? Are there checkpoints or drafts expected before the final version?

_____

O OWNERSHIP

☐

Who else is involved? Which parts are mine, versus support?

_____

P PRIORITY

☐

Where does this sit relative to my other responsibilities? Which current priorities move if there is a conflict?

_____

the better yes I can give (or the no):

Yes · Yes, if (the ask changes) · Yes, but (something on my plate moves) · No

yes to _____ by _____ if this moves: _____

or no, and who can: _____

The real question is whether the yes fits, or how to make it fit.

Need a minute first? "Let me think it through. Can I get back to you Friday?"

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