

THE STOP CHECK

Chapter 13

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

the ask: _____



SCOPE

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

☐

TIMING

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

☐

OWNERSHIP

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

☐

PRIORITY

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

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

Yes · Yes, but (here's what I'd move to fit it, or can the timeline move out?) · No, but (here's the piece I can take) · 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?"

