



Workplace feedback planner

Coworkers and managers who want to discuss a concrete work behavior without guessing motives or turning feedback into a personality judgment.

Write what happened and when. “The handoff document did not include the delivery date” is more useful than “You do not care about details.” Explain the work impact and check whether expectations or resources were unclear.

Purpose of the feedback conversation:

Specific observation, with a relevant example:

Effect on the work, team, or handoff:

What expectation was communicated beforehand?

A question to understand missing context:



Workplace feedback planner: continue

Listen for missing context. Record only what was actually agreed, and leave open questions open.

Your proposed request is not yet a shared commitment. Use the listening area to record context and then write the next step you both understand. If you have decision authority, explain which requirements are fixed and where there is room to choose.

My proposed request:

What I heard and what changed my understanding:

Agreed action, owner, and realistic timing:

Follow-up date and what we will review:
