

# Your Feedback Plan and Checklist

Before you have a feedback conversation, use this feedback action plan to make sure you're prepared.

Recipient: \_\_\_\_\_

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**Remember your intention: do good and not harm.**

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**Identify 1-2 topic area to discuss.**

1. \_\_\_\_\_

2. \_\_\_\_\_

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**Remember the opposite of the golden rule: Do unto others as they would do unto themselves.** What's your recipient's feedback style? Stressors? Motivations? How do you think they'd prefer to receive your feedback?

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**Reflect on the relationship.** Who is this person to you? Peer? Manager? Direct report? How well do you know them?

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**Create psychological safety.** What level of trust do you have with this person? How can you put them at ease so they can hear your feedback?

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**Pick your location.** Choose a private place for this conversation.

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