Feedback Preference Sheet

The ways that I prefer to receive appreciation are:

- Private
- Public
- Handwritten
- Telephone
- Email
- In person

- Food: Chocolate, Baked Treats, Other: ________________________________
- Drink: Wine, Beer, Other: ________________________________

What else to know?

If someone has concerns about something I’ve done (or that they think I might have done), giving me critical feedback works best if you do it this way:

Private/Public
- Private
- Public

Form
- Handwritten
- Telephone
- Email
- In person

Timing
- Times of Day: ________________________________
- Days of Week: ________________________________

Notice
- Warn me before the time of the actual conversation that you have something “negative” to talk over, give me time to prepare.
- Don’t leave me stressed out wondering what you’re upset about it—avoid bringing anything up until we can actually have the conversation.

Lead-in
- Offer me an appreciation first
- Do not offer me appreciation first.
- Ask me first if this is an ok time to talk.

And? What else I’d like you to know about me in regard to this is . . .