

Feedback Preference Sheet

The ways that i prefer to receive appreciation are:

- | | | | |
|----------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Private | <input type="checkbox"/> Handwritten | <input type="checkbox"/> Telephone | |
| <input type="checkbox"/> Public | <input type="checkbox"/> Email | <input type="checkbox"/> In person | |
| <input type="checkbox"/> Food: | <input type="checkbox"/> Chocolate | <input type="checkbox"/> Baked Treats | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Drink: | <input type="checkbox"/> Wine | <input type="checkbox"/> Beer | <input type="checkbox"/> Other: _____ |

What else to know?

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**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 . . .