

Constructive feedback check

Specific, behavioral, actionable, respectful — never a personal attack. Destructive feedback is not “being direct.” It is being careless.

PERSON

WHEN I WILL SAY IT

Draft — test it against the bar

In [specific moment] you [behavior]. The effect was [what the room / work did]. I need [next move]. How do you see it?

The bar

- ☐ Specific — a moment, not a personality.
- ☐ About behavior or outcome, not character.
- ☐ Actionable — they would know what to try tomorrow.
- ☐ Balanced enough that a strength is not invisible.
- ☐ Respectful. I could read this aloud in front of them.
- ☐ Not a sandwich. Not waiting for review season.

After they respond
