



The Statement

*a tool for sharing
your point of view*

Report

"I see..."
"I notice..."

Analyze

"Then I think..."
"I assume..."
"I interpret that to mean..."

Personalize

"I feel..."
"I wonder if..."
"I am..."



The Question

*a tool for gathering
info from others*

Innocent

curious, free of
opinions & agendas

Neutral

calm & relaxed tone
doesn't rise at end

Focused

seeks to discover other
person's perspective

Open

an invitation to honestly
& openly share

Experience the Power of the open gate

Use the right tool for the job.
Speak with humility.



The Forecast

*a tool for outlining
your future intent*

"If you ... then I'll ..."

*personal
protective
precise
predictable*

Forecasts are intended to clearly state your intentions so the other person can make an informed choice regarding their behavior.



*Make it a
fair forecast!*