Client-Ready PM

FREE PRACTICE SHEET

Client Asks "Can You Commit to the New Date?" Say This

A client asks if you can commit to the new date after a weather delay, and you state the date and what you will do

PRACTICE THESE LINES

Read each sentence aloud, in order. When you reach the end, read the whole email once more, start to finish.

The forecast changed this morning.

The pour moves back four days, from Thursday to Monday.

This is the earliest date the supplier can confirm.

I will check the forecast every morning, and I will email you each time the date changes.

MAKE IT YOURS

Now say it about your own project. Fill each blank with your details.

what changed _____

the new date, from one day to another _____

why this date _____ *what you will do, and how often* _____

KEY PHRASES

“The pour”
The day the concrete is placed. Pour is the verb for putting wet concrete in place.

“moves back”
Moves to a later date. Here, back means later, not earlier.

“the earliest date the supplier can confirm”
The first day the supplier says yes to.

“I will check the forecast every morning”
Names what you will do and how often.

“I will email you each time the date changes”
Says when the client will hear from you.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/60

Watch on YouTube. https://www.youtube.com/watch?v=4BrAO78Zv7g

Want it in friendly or firm too? Get 5 free delays scripts: clientreadypm.com/delays-scripts