Client-Ready PM

FREE PRACTICE SHEET

Need a Small Fee From a Client? Do Not Ask It Softly

You need to ask a client for a small fee for extra work and you want a real answer, not a long negotiation

PRACTICE THESE LINES

Read each sentence aloud, in order. Then read the whole passage once more, start to finish.

That soft question lets the client keep negotiating.

A real question gets a real answer.

Never schedule work before the client has approved it.

MAKE IT YOURS

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

why the soft question fails _____

what a real question gets _____

the rule for extra work _____

KEY PHRASES

“That soft question lets the client keep negotiating”
Says why a hedged ask gets a long reply.

“A real question gets a real answer”
Asks the client to decide, not to comment.

“keep negotiating”
What a soft ask invites the client to do.

“Never schedule work before the client has approved it”
Keeps extra work behind the client's approval.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/72

Watch on YouTube. https://www.youtube.com/watch?v=GiI2YwJeSc8

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