Client-Ready PM

FREE PRACTICE SHEET

Tell a Client About a Delay Early: It Becomes an Update

A delay is coming and you want the client to hear it from you first, as an update they can answer

PRACTICE THESE LINES

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

You'll have one short email that tells the client early, gives your recommendation, and asks for their answer by a date.

You recommend and the client weighs in.

MAKE IT YOURS

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

what the email does _____

who does what _____

KEY PHRASES

“tells the client early”
Gives the news before the client has to ask.

“gives your recommendation”
Says what you think is best.

“asks for their answer by a date”
Gives the client one date to reply by.

“the client weighs in”
Lets the client give their view and decide.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/73

Watch on YouTube. https://www.youtube.com/watch?v=56glqA0w6Tw

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