Client-Ready PM

FREE PRACTICE SHEET

Waiting on Client Approval? Do Not Ask for Their Thoughts

You are waiting on a client's approval

PRACTICE THESE LINES

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

Do not write, please let me know your thoughts whenever you have a chance.

It sounds polite, but it lets the client control the schedule.

I recommend approving option A.

Do not write, would you consider approving option A?

A question lets the client debate it.

MAKE IT YOURS

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

the line to avoid _____

why it fails _____

the recommendation _____

the question to avoid _____

why not a question _____

KEY PHRASES

“whenever you have a chance”
At any time, with no deadline.

“control the schedule”
Decide when the work moves.

“debate it”
Argue about whether to do it.

“I recommend”
Say clearly what you advise.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/79

Watch on YouTube. https://www.youtube.com/watch?v=-yjXGiFYb2c

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