Client-Ready PM

FREE PRACTICE SHEET

Wrong Fact or Two Answers: Which Message Would You Send?

A wrong fact in a meeting, or two different answers from a client's team

PRACTICE THESE LINES

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

We're looking at two different finishes for the fixture right now, matte and polished, coming from a couple of different people on your team.

If you can send over the final verdict by this Thursday, we can get everything submitted right on schedule.

MAKE IT YOURS

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

the fact, both answers . *the ask and the date* , *what happens once they answer* .

KEY PHRASES

“two different finishes”
Names the disconnect as a fact, with no blame.

“If you can send over”
Asks for one answer in a polite, plain way.

“by this Thursday”
Gives one clear date.

“right on schedule”
Says what the client gets when they answer.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/45

Watch on YouTube. https://youtu.be/PENDING-YOUTUBE-ID

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