

ASK TWO QUESTIONS

Practice 1 of 6 / Ask



Practice workbook / US Letter / Draft edition

Start here: read the facts, write two questions, then turn the page to compare your plan. Use a pencil; there is more than one useful way to ask.

Fixed Deadline

01 / Read the situation

The demo is fixed for Friday noon. Core work takes 3 hours and the required handoff takes 1 hour. Optional polish takes 3 hours. Only 5 hours are available; the full version needs 7 hours. Extra time and a new date have not been approved.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

What outcome must be ready for Friday noon?

My question + the person who holds the answer

Question 2

Who can confirm the acceptance criteria and any change to the date?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 1 of 6 / Reflect



Fixed Deadline

04 / Compare a possible plan

Keep the constraint visible

- Keep Friday noon, deliver core plus handoff, and record optional polish as a later decision.
- Keep the full seven-hour scope and request an authorized date change (counterfactual A).

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair preserve the $3h + 1h + 3h$ arithmetic?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.

ASK TWO QUESTIONS

Practice 2 of 6 / Ask



Scope Swap

01 / Read the situation

The remaining 5-hour plan is full: data 2 hours, recommendations 2 hours, and handoff 1 hour. A new request is estimated at 2 hours. Its purpose, deadline, and approval owner still need to be confirmed.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

What does the new request need to show, and by when?

My question + the person who holds the answer

Question 2

Who can approve changing the agreed scope?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 2 of 6 / Reflect



Scope Swap

04 / Compare a possible plan

Keep the constraint visible

- Swap or remove two hours of named agreed scope.
- Defer the added request until a new budget is authorized.

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair identify what two hours would move?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.

ASK TWO QUESTIONS

Practice 3 of 6 / Ask



Credit Repair

01 / Read the situation

A report lists a solo author. The source record confirms that Alex prepared the analysis and Jo validated the data. Both agreed shared attribution. The inaccurate wording does not tell you anyone's motive.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

Which source record confirms each person's contribution?

My question + the person who holds the answer

Question 2

Who can correct the report and check where it was shared?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 3 of 6 / Reflect



Credit Repair

04 / Compare a possible plan

Keep the constraint visible

- Change the author field and add the analysis/validation contribution note.
- Log a pending correction with the evidence and named editor if immediate editing is unavailable.

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair state the confirmed facts without assigning motive?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.

ASK TWO QUESTIONS

Practice 4 of 6 / Ask



Access matrix before a vendor handoff

01 / Read the situation

A vendor handoff at 4:00 p.m. depends on a 12-row access matrix. 2 rows are unverified. The subject-matter owner can verify them at 4:30 p.m.. Your focused preparation window is 3:00 p.m. to 3:45 p.m.. Preparation does not grant access or verify those rows.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

Is the 4:00 p.m. handoff a draft review or a final transfer?

My question + the person who holds the answer

Question 2

Who can verify the open rows or authorize a delegate?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 4 of 6 / Reflect



Access matrix before a vendor handoff

04 / Compare a possible plan

Keep the constraint visible

- Send ten verified rows with two open rows clearly marked and questions attached.
- Move final handoff until after 4:30 p.m. verification.

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair keep the two-row gap visible?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.

ASK TWO QUESTIONS

Practice 5 of 6 / Ask



A short overlap for an eight-file package

01 / Read the situation

The 10:00 a.m. handoff has 8 files: 6 are final and 2 need a 30-minute quality check. Only the client's QA reviewer can do that check, and they are available after 2:00 p.m. The receiving freelancer overlaps from 9:45 a.m. to 10:00 a.m. and next works after 2:00 p.m. Your 9:00 a.m. to 9:35 a.m. window is for packaging, not QA.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

Can the client accept six final files with two clearly labeled pending items?

My question + the person who holds the answer

Question 2

Who can confirm the QA owner and the later acceptance time?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 5 of 6 / Reflect



A short overlap for an eight-file package

04 / Compare a possible plan

Keep the constraint visible

- Send a manifest of six final files and two clearly marked pending items.
- Move final acceptance until after 2:00 p.m..

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair distinguish progress transfer from final acceptance?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.

ASK TWO QUESTIONS

Practice 6 of 6 / Ask



Two role windows around a one-page brief

01 / Read the situation

At 1:00 p.m., a partner asks for a revised one-page brief by 4:00 p.m.. The rewrite takes 60 minutes and factual review takes 30 minutes. Your focus block is 1:15 p.m. to 2:00 p.m.. A reviewer has 2:00 p.m. to 2:20 p.m. available but lacks the latest brief. Your second role starts at 2:30 p.m.; no pause has been approved.

02 / Share the fact the other person needs

What is known, and what is still unconfirmed?

03 / Write two questions in your own words

Question 1

What is the minimum useful draft, and which facts need review?

My question + the person who holds the answer

Question 2

Who can confirm a reviewer or a changed delivery time?

My question + the person who holds the answer

Ask for facts, not reassurance. If an answer is missing, label it as unconfirmed.

ASK TWO QUESTIONS

Practice 6 of 6 / Reflect



Two role windows around a one-page brief

04 / Compare a possible plan

Keep the constraint visible

- Send a scoped draft plus review questions by 2:00 p.m..
- Request a later complete delivery time.

These are proposals. Confirm the required facts and the decision owner's approval before treating a change as agreed.

My next step: what can I do with the confirmed facts?

Open decision: who decides, what must they confirm, and when?

05 / Reflect and replay

Did the pair name the review artifact and decision owner?

What would I ask differently next time?

For a replay, change one confirmed fact. Write what changed, then check whether your plan still fits. Keep any new time, access, or approval unconfirmed until the owner confirms it.