

ASK TWO QUESTIONS 01 / 36 Situation / Ask Friday demo Friday noon is fixed for the client demo. The demo needs core and a handoff; polish is optional. You don't know how long anything takes or how much time is available.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 02 / 36 Situation / Decide Friday demo Friday noon is fixed for the client demo. The demo needs core and a handoff; polish is optional. You don't know how long anything takes or how much time is available.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 03 / 36 Situation / Ask The extra comparison You lead delivery. Five hours remain and are already allocated: data section 2h, recommendations section 2h, handoff 1h. A stakeholder asks you to add a comparison page, which you estimate at 2h. You don't know why they want it, when they need it, or who can approve a change.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice
ASK TWO QUESTIONS 04 / 36 Situation / Decide The extra comparison You lead delivery. Five hours remain and are already allocated: data section 2h, recommendations section 2h, handoff 1h. A stakeholder asks you to add a comparison page, which you estimate at 2h. You don't know why they want it, when they need it, or who can approve a change.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 05 / 36 Situation / Ask Shared credit A shared report lists a sole author. You think the credit is wrong, but you haven't checked the contribution record, who can edit the report, or who has already seen it.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 06 / 36 Situation / Decide Shared credit A shared report lists a sole author. You think the credit is wrong, but you haven't checked the contribution record, who can edit the report, or who has already seen it.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice
ASK TWO QUESTIONS 07 / 36 Situation / Ask Vendor access handoff A vendor handoff is due at 4:00 p.m. Two of 12 access rows are unverified. Your work window is 3:00-3:45 p.m.; the owner can verify at 4:30 p.m.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 08 / 36 Situation / Decide Vendor access handoff A vendor handoff is due at 4:00 p.m. Two of 12 access rows are unverified. Your work window is 3:00-3:45 p.m.; the owner can verify at 4:30 p.m.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 09 / 36 Situation / Ask Eight-file handoff You are sending an eight-file package at a 10:00 a.m. handoff. Six files are final; two still need a quality check. You have 35 focused minutes, 9:00-9:35 a.m., to package it. You don't know who can run the check or when, or how much time the receiver has.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice

ASK TWO QUESTIONS 10 / 36 Situation / Decide Eight-file handoff You are sending an eight-file package at a 10:00 a.m. handoff. Six files are final; two still need a quality check. You have 35 focused minutes, 9:00-9:35 a.m., to package it. You don't know who can run the check or when, or how much time the receiver has.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 11 / 36 Situation / Ask One-page brief At 1:00 p.m. a partner asks for a revised one-page brief by 4:00 p.m. Your rewrite takes about 60 minutes. You have a 45-minute focus block, 1:15-2:00 p.m., and your second role starts at 2:30 p.m. A reviewer has a short handoff at 2:00 p.m. You don't know how long their review takes or what they have to work from.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 12 / 36 Situation / Decide One-page brief At 1:00 p.m. a partner asks for a revised one-page brief by 4:00 p.m. Your rewrite takes about 60 minutes. You have a 45-minute focus block, 1:15-2:00 p.m., and your second role starts at 2:30 p.m. A reviewer has a short handoff at 2:00 p.m. You don't know how long their review takes or what they have to work from.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice
ASK TWO QUESTIONS 13 / 36 Situation / Ask The source check It's 1:30 p.m. Your memo goes to Dana at 2:30 p.m. Your AI research assistant reports: 'All 20 sources summarized.' The memo's argument rests on 8 of them. Checking one summary against its source takes you 5 minutes. You don't know how the assistant read each source, or what Dana will accept as a citation.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 14 / 36 Situation / Decide The source check It's 1:30 p.m. Your memo goes to Dana at 2:30 p.m. Your AI research assistant reports: 'All 20 sources summarized.' The memo's argument rests on 8 of them. Checking one summary against its source takes you 5 minutes. You don't know how the assistant read each source, or what Dana will accept as a citation.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 15 / 36 Situation / Ask Friday delivery Your client's launch needs parts delivered on Friday. The vendor's chat agent just told you: 'Friday delivery is fine.' You haven't checked the order itself, or who at the vendor can change it.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice
ASK TWO QUESTIONS 16 / 36 Situation / Decide Friday delivery Your client's launch needs parts delivered on Friday. The vendor's chat agent just told you: 'Friday delivery is fine.' You haven't checked the order itself, or who at the vendor can change it.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice	ASK TWO QUESTIONS 17 / 36 Situation / Ask The rewritten brief Your agreed plan uses 5h of 5h: data 2h, recommendations 2h, handoff 1h. The client sends a 'tidied' brief drafted with an AI assistant. It adds a vendor comparison page, about 2h, that wasn't in the agreed plan. You don't know whether the client meant to add it, or who can confirm the change.  Share what you know. Ask two questions before offering a plan. Fictional workplace practice	ASK TWO QUESTIONS 18 / 36 Situation / Decide The rewritten brief Your agreed plan uses 5h of 5h: data 2h, recommendations 2h, handoff 1h. The client sends a 'tidied' brief drafted with an AI assistant. It adds a vendor comparison page, about 2h, that wasn't in the agreed plan. You don't know whether the client meant to add it, or who can confirm the change.  Name what is still unknown. Who must confirm the next step? Fictional workplace practice

ASK TWO QUESTIONS 19 / 36 Questions / Find the facts Friday demo - How many hours do you have before Friday noon? - How long does each part take?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 20 / 36 Questions / Confirm the decision Friday demo - Which parts must be ready for Friday noon? - Who decides when the optional polish happens?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 21 / 36 Questions / Find the facts The extra comparison - Who can approve changing the agreed scope? - What does the comparison need to show, and by when?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice
ASK TWO QUESTIONS 22 / 36 Questions / Confirm the decision The extra comparison - What would the addition displace in the current plan? - Who can approve that change?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 23 / 36 Questions / Find the facts Shared credit - What does the contribution record say? - Who can edit the shared report, and has it gone out?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 24 / 36 Questions / Confirm the decision Shared credit - Who has already received the shared report? - Who can correct the version they use?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice
ASK TWO QUESTIONS 25 / 36 Questions / Find the facts Vendor access handoff - Which access rows still need verification? - Who can verify them or name an authorized delegate?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 26 / 36 Questions / Confirm the decision Vendor access handoff - Which rows can be handed over as verified? - Who can approve a later handoff or name a delegate?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 27 / 36 Questions / Find the facts Eight-file handoff - Who can check the two pending files, and when? - When can the receiver actually take the files?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice

ASK TWO QUESTIONS 28 / 36 Questions / Confirm the decision Eight-file handoff 1. Which files are final and which are pending? 2. Who confirms the follow-up time for the pending files?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 29 / 36 Questions / Find the facts One-page brief 1. How long does the factual review take? 2. Do you have the latest brief?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 30 / 36 Questions / Confirm the decision One-page brief 1. What scope can fit inside the available focus block? 2. Who can confirm a smaller scope or a later deadline?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice
ASK TWO QUESTIONS 31 / 36 Questions / Find the facts The source check 1. Can I cite all 20 sources? 2. Is anyone free to help check sources before 2:30 p.m.?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 32 / 36 Questions / Confirm the decision The source check 1. Which sources does the memo rely on? 2. Who decides what can be cited after the checks?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 33 / 36 Questions / Find the facts Friday delivery 1. What delivery date does my order show? 2. Who can change the order to Friday?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice
ASK TWO QUESTIONS 34 / 36 Questions / Confirm the decision Friday delivery 1. What date does the order record show? 2. Who decides about the launch if that date stays unchanged?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice	ASK TWO QUESTIONS 35 / 36 Questions / Find the facts The rewritten brief 1. Did you mean to add the vendor comparison? 2. Who can confirm a change to the scope?  Listen for a specific fact. Write down what is still unknown. Fictional workplace practice	ASK TWO QUESTIONS 36 / 36 Questions / Confirm the decision The rewritten brief 1. How does the new brief change the agreed hours? 2. Who can confirm or remove the comparison page?  Ask the right person. A proposal becomes a commitment only after confirmation. Fictional workplace practice