

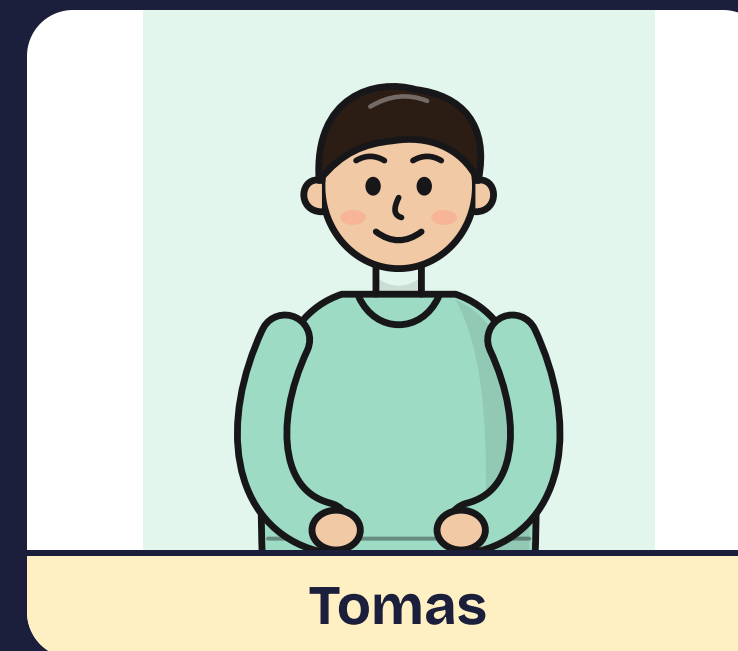
Two questions before you say yes

A team workshop for 45 to 60 minutes: the method, one worked case, a paired practice round and a look at what happens when an AI says yes.

Fictional cases

Otto is a fictional AI

Draft for review





Agenda: one hour, one move

Min 0 to 5	Welcome, agenda and ground rules	5 min
Min 5 to 13	The method: two questions	8 min
Min 13 to 27	One worked case, together	14 min
Min 27 to 45	Paired practice round	18 min
Min 45 to 52	Debrief	7 min
Min 52 to 57	The AI lens	5 min
Min 57 to 60	Takeaway	3 min

Ground rules

- 1. The cases are fictional. We talk about the case, never a colleague.
- 2. Anyone can pass on any step and just listen.
- 3. Nothing is scored. We record counts, never names.

The method: three lines, two questions

1

Share your half

Say the fact only you hold.

2

Ask two questions

What don't I know that someone here does?

Who decides this, and what do they need from me first?

3

Say the yes the facts support

A proposal that names an owner and a time. Not a promise until the person who decides confirms it.

A quick yes often rests on a fact someone does not have yet.

Worked case: C01 Fixed Deadline (fictional)

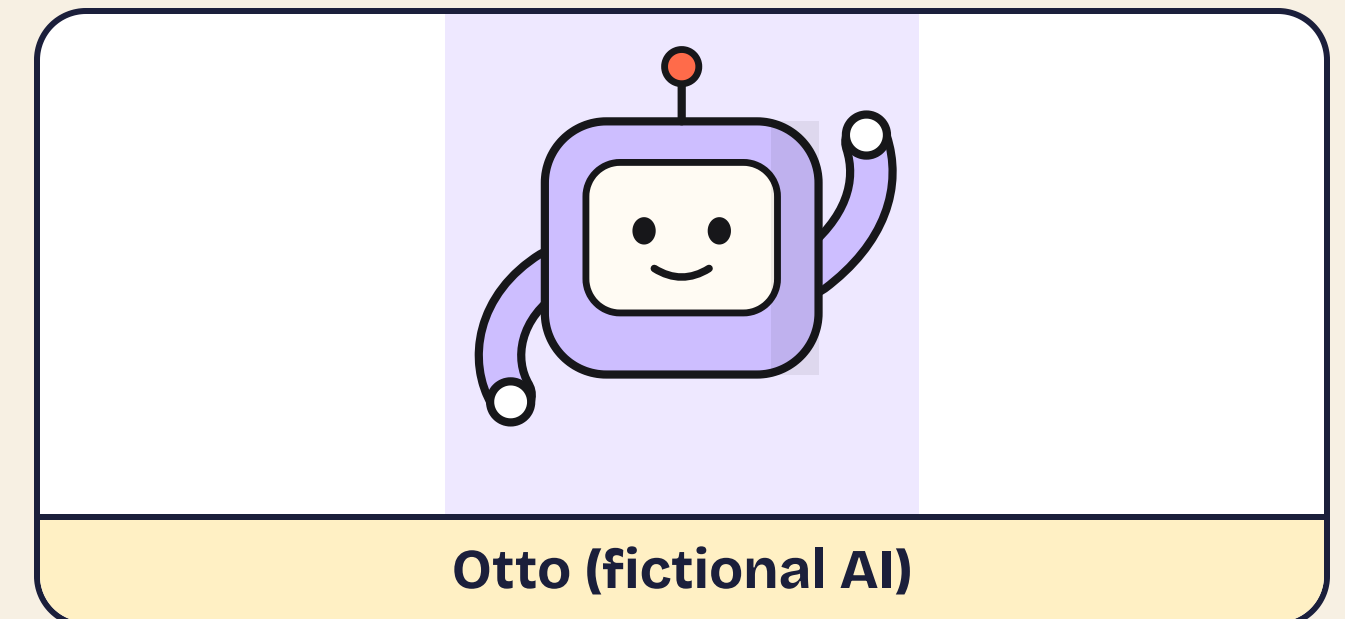
YOUR HALF: WHAT ONLY YOU KNOW

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.

OTTO (FICTIONAL AI PLANNING ASSISTANT) SAYS

All three parts can be ready by Friday noon.

Your turn, 2 minutes: write two questions you would ask Alex.



Alex answers (fictional case C01)

How many hours do you have before Friday noon?

Five hours. Nothing extra has been approved.

Fact: the hours available

How long does each part take?

Core 3h, handoff 1h, polish 3h.

Fact: how long each part takes

Can you go faster if it's important?

The estimates are current. Going faster isn't a plan I can promise.

No new fact

Two questions, two facts. A question that adds no fact still tells you where the plan stops.

The yes the facts support

3 h + 1 h + 3 h = 7 h of work

5 h free before Friday noon

3 h + 1 h = 4 h of the 5 h

All three parts by Friday noon

Gap

Core + handoff by Friday noon; polish decided separately

Fits

Core only by Friday noon

Breaks

Everything next week

Breaks

Who decides: The owner of the Friday demo. Friday noon is met. The demo owner decides when polish happens.

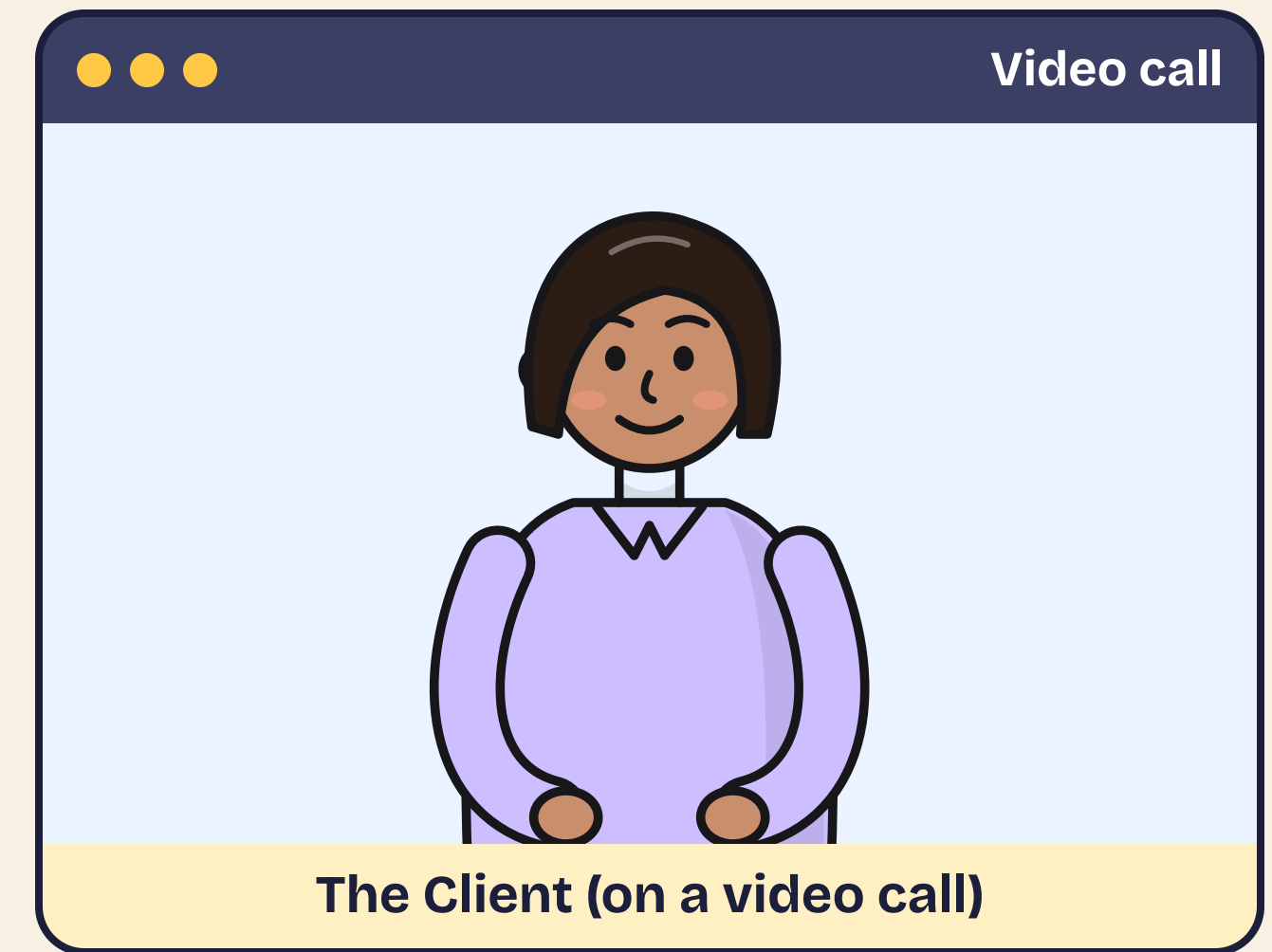
Practice: your pair, your page (fictional case C05)

1. **Pair up.** One Asker, one Client.
2. **Take your page,** face down. Read it silently when the clock starts.
3. **Asker:** ask two questions. Start from these two, then make them specific.
4. **Client:** answer only what your page allows. Anything else: / *don't have that*.

What don't I know that someone here does?

Who decides this, and what do they need from me first?

You are sending an eight-file package at a 10:00 handoff. Six files are final; two still need a quality check.





Practice round: the clock (min 27 to 45)

Min 27 to 29	Pair up, take your page face down, read it silently (previous slide)	2 min
Min 29 to 30	The Asker says their half aloud, in a sentence or two	1 min
Min 30 to 36	The Asker asks two questions; the Client answers only what the page allows	6 min
Min 36 to 40	Write the yes the facts support, and who decides	4 min
Min 40 to 43	Read your yes to the next pair; note where you differ	3 min
Min 43 to 45	One sentence each: which fact changed your yes?	2 min

Nothing is scored. Anyone can pass. The facilitator will not join your conversation.

Practice case C05: the facts (fictional)

Who can check, and when

Only the client's QA reviewer can run the 30-minute check on the two pending files, and they are free only after 14:00. You can't run it yourself.

Who can receive, and when

The receiver overlaps with you for 15 minutes, 09:45-10:00, and next works after 14:00.

6 final + 2 pending = 8 files

09:45 to 10:00 = 15 min overlap

09:00 to 09:35 = 35 min to package

THE YES THAT FITS: THE CLIENT DECIDES

Hand off the six final files at 10:00 with a manifest marking the two pending files; ask the client to confirm the after-14:00 QA and follow-up

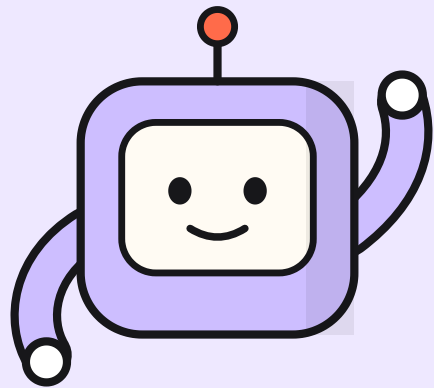


Debrief: five questions

1. Which fact changed your yes, and who held it?
2. Which question added no new fact? What could you ask instead?
3. Who decides, and what do they need from you first?
4. Which part of your yes is still a proposal until that person confirms it?
5. What owner and time would close the open work?

Talk to your partner for a minute, then one or two answers from the room. Nobody has to speak.

The AI lens: ask what it assumed (Otto is a fictional AI)



Otto (fictional AI planning assistant)

OTTO All three parts can be ready by Friday noon.

YOU Are you sure?

OTTO Yes, all three parts can be ready by Friday noon.
Asking again doesn't surface the assumption.

YOU What did you assume to make it fit?

OTTO I assumed you would work 2 extra hours on Thursday evening. No one approved that.

Ask what it assumed, and who decides. Asking "Are you sure?" again adds no facts. Otto's lines are written for practice.

Takeaway

1

Share your half.

2

Ask two questions.

3

Say the yes the facts support, with an owner and a time.

On your handout: one fact that changed your choice, and one process question to try in real work.

Play free: [PUBLIC_URL]/practice/

Eight free cases to play on your own.