



Before you say yes, *ask two questions.*

For your next real conversation, with a person or an AI tool. You hold half the facts; the other side holds the rest. Fill this in first.

With _____
About _____
When _____

1 What I know

My half: facts only. Dates, hours, records, what was agreed.

2 What I'm missing

Their half: what they know that I don't, and who holds it.

3 The one fact I'll share

The fact from my half they need before they can decide.

4 The two questions I'll ask

Ask for the missing facts, not for agreement. Short and answerable: how much, which, who.

1 _____ ask: _____

2 _____ ask: _____

5 Who decides

Who owns the date, the scope, the access or the record?

6 My next step

A proposal, not a promise, until the person who decides confirms it.

☐ The other side is an AI tool. What did it actually check, and what did it assume? I'll verify _____ before I rely on it.

☒ After: what I learned, what is still unknown _____

FICTIONAL EXAMPLE Case C01, Fixed Deadline

Situation	The Client asks: can you get all of it done by Friday noon?		
1 What I know	Friday noon is fixed. The demo needs core and handoff; polish is optional.	2 Missing	How many hours are free, and how long each part takes (Alex knows both).
3 I'll share	With the Client, once Alex answers: the full version is 7 hours of work.	4 I'll ask	"How many hours do you have before Friday noon?" · "How long does each part take?" (both to Alex)
5 Who decides	The Client owns the Friday demo and decides when the polish happens. Alex holds the hours and the estimates.	After	5h free, nothing extra. Core 3h + handoff 1h = 4h fits in 5h; with polish 3h it is 7h.
6 Next step	"Yes to core + handoff by Friday noon. Can we decide on the polish separately?" Polish: confirm with the demo owner.		