

TEMPLATE PACK V4 ADD-ON

A 30-day *practice tracker* for the two questions

One line a day: the request, the two questions you asked, what changed and how sure you are. It has an instructions page, a blank tracker and a filled example week built from the free cases.

8

30-day practice tracker

Thirty lines on two pages, a week check every seven days and a day-30 look back, with the two questions built in.

Fictional. Every case, person and workplace in this pack is fictional, and Otto is a fictional AI. The examples are practice material, not advice about a real situation.

Draft for review, not a final product. This add-on continues the numbering of the earlier packs (templates 1 to 3, then 4 and 5, then 6 and 7) and is a separate PDF. It comes in A4 and US Letter editions. The pack files also include Markdown and CSV versions, which are not inside this PDF.

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The move behind it

1. **Share your half.** Say the one fact only you hold, such as your hours, dates or what was agreed.
2. **Ask two questions** of the people who hold the missing facts. One for a fact (how much, which, when), one for an owner (who decides).
3. **Say the yes the facts support.** That can be a plain yes, a scoped yes, or a proposal that names an owner and a time.

Which template do I need?

If this is happening	Start with
You want to practice asking, one real request a day, and see what the answers change.	30-day practice tracker (this add-on)
Someone has just asked you for something and you have not answered yet.	Request-clarification checklist (template 4, in the v2 add-on)
You cannot say a plain yes and want to say why without saying no to the person.	Pushback script pack (template 6, in the v3 add-on)
You have a regular meeting with the same person and requests are piling up.	1:1 agenda (template 7, in the v3 add-on)
You are about to walk into a meeting where something will be decided.	Meeting prep card (template 1, in the three-template pack)

Used together. The tracker is the daily practice; the other templates are for the moment a request lands. When a request on your tracker needs more than two questions, open the request-clarification checklist. Write facts, not motives, mark what you assume, and turn every assumption into a question. If an AI tool said "done" or "fine", write what it checked and what it assumed.

30-day practice tracker

One line a day for 30 days: the request you got, the two questions you asked, what changed, and how sure you are. It is practice, kept on paper or in a sheet, and it sits beside the other templates.

Use it when

- You want to try the two questions on real requests, one a day.
- You want a plain record of which questions got useful answers.
- You keep notes on paper or in a sheet and want a simple list to work from.

Skip it when

- A request needs an answer today: use the request-clarification checklist (template 4).
- You need a status report for someone else. This tracker is for your own practice.

Time: About 2 minutes a day, and 5 minutes for each week check.

The two questions it builds on

1. What don't I know that someone here does?

Question 1 on each line: the fact you lacked, and what it turned out to be.

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

Question 2 on each line: the name of who decides, or Unknown, and what that person needs from you first.

Example week (page 6): seven free cases, each with the questions and answers in the case's own words (fictional).

How to fill it in

1. **Start.** Write your start date. Day 1 is the first day you use it. If you skip a day, carry on with the next line; nothing resets.
2. **Request.** One request a day is enough. Write it in the words the person used, not your reading of it. Any size counts.
3. **Question 1.** The question you asked for the fact you did not have: how much, which, when. If you did not get to ask, write "not asked".
4. **Question 2.** The question you asked about who decides, and what they need from you first.
5. **What changed.** The fact the answers added, or how your reply changed. Facts and quotes, not reasons.
6. **Confidence.** A number from 1 to 5 for how sure you are that your answer to the request rests on facts. The scale is printed on each page.
7. **Every 7 days.** Do the week check: the most useful answer of the week, and one request to ask about earlier next time.
8. **Day 30.** Read your week checks and your confidence numbers. Write what you keep doing and the next request to try it on.

Watch for

- Writing why someone asked. Write what they said.
- Skipping Question 2 because the decider seems obvious. Write the name, or Unknown.
- Filling in a whole week from memory. Fill in the line the same day.
- Treating a tool's "done" or "fine" as the record. Write what it checked and what it assumed.
- Reading the confidence number as a score of you. It is a note on one answer to one request.

Swap a vague note for a fact

Instead of	Write
Busy day.	Write the one request that came in, and who asked.
It went fine.	What changed? Write the fact or the quote.
Asked a few questions.	Write the two questions in your words.

Also in the pack files (not in this PDF): markdown/08_practice_tracker_30_day.md and csv/practice_tracker_blank.csv. Next pages: the blank tracker (two pages), then a filled example week on fictional cases.

30-day practice tracker: days 1 to 15

Name _____ Start date _____

Q1 What don't I know that someone here does?

Q2 Who decides this, and what do they need from me first?

Confidence, 1 to 5: how sure I am that my answer to the request rests on facts. 1 mostly a guess, 3 some facts checked and some assumed, 5 each fact checked with the person who decides.

Day	Request, in their words	Question 1 asked	Question 2 asked	What changed	Confidence 1 to 5
1					
2					
3					
4					
5					
6					
7					
Week 1 check: the most useful answer			One request to ask about earlier next time		
8					
9					
10					
11					
12					
13					
14					
Week 2 check: the most useful answer			One request to ask about earlier next time		
15					

Fictional practice template. Draft for review, not a final product.

30-day practice tracker: days 16 to 30

Confidence, 1 to 5: how sure I am that my answer to the request rests on facts. 1 mostly a guess, 3 some facts checked and some assumed, 5 each fact checked with the person who decides.

Day	Request, in their words	Question 1 asked	Question 2 asked	What changed	Confidence 1 to 5
16					
17					
18					
19					
20					
21					
Week 3 check: the most useful answer			One request to ask about earlier next time		
22					
23					
24					
25					
26					
27					
28					
Week 4 check: the most useful answer			One request to ask about earlier next time		
29					
30					

30 Day 30 look back

What I keep doing

The next request I will try it on

Fictional practice template. Draft for review, not a final product.

Filled example week

Fictional example: each day is one free practice case. Requests, questions, answers and facts are the case's own words; the confidence numbers are the example's, because the cases do not give one. Otto and the client's writing assistant are fictional AIs.

Day	Case and who answered	Request, in their words	Question 1 asked	Question 2 asked	What changed	Confidence 1 to 5
1	C10 Priya (the vendor's account manager)	The vendor's chat agent just told you: 'Friday delivery is fine.'	What delivery date does my order show?	Who can change the order to Friday?	The vendor's order record still shows Monday: a three-day gap to the Friday launch.	4
2	C09 Dana (reviews the memo)	Your memo goes to Dana at 14:30.	The assistant says it's done. Is that enough?	Can I cite all 20 sources?	Dana decides which sources may be cited, and she needs to know what was and wasn't checked.	4
3	C05 The Client (on a video call)	You are sending an eight-file package at a 10:00 handoff.	Who can check the two pending files, and when?	Can I run the quality check myself to save time?	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.	4
4	C02 Tomas (the requester)	A stakeholder asks you to add a comparison page, which you estimate at 2h.	What does the comparison need to show, and by when?	Who can approve changing the agreed scope?	Morgan owns the scope; the requester can't approve. The comparison is for next month's planning, not this delivery.	4
5	C06 The reviewer	At 13:00 a partner asks for a revised one-page brief by 16:00.	How long does the factual review take?	Do you have the latest brief?	The factual review takes 30 minutes; the reviewer's handoff is 20 minutes, 14:00-14:20. The reviewer doesn't have the latest brief.	3
6	C01 Otto (fictional AI planning assistant)	Friday noon is fixed for the client demo.	What total time did you estimate, and what time is available?	What did you assume to make it fit?	The assistant estimated 7h against 5h free. The assistant's 'yes' assumed 2 unapproved extra hours.	3
7	C11 The client's AI writing assistant (fictional AI)	The client sends a 'tidied' brief drafted with an AI assistant.	Did the client ask for the comparison?	Who can confirm this version of the brief?	Only the client owner can confirm scope. A tidied document doesn't change the agreement by itself.	4
Week 1 check: the most useful answer Day 1, question 2: "Who can change the order to Friday?" It named who can: "I can. I'm the account manager on your order."				One request to ask about earlier next time Day 5, question 2: "Do you have the latest brief?" The reviewer did not: "No, I don't have the latest brief." Ask about the brief earlier.		

Cases: C10 The vendor's bot said Friday; C09 It says it's done; C05 A short overlap for an eight-file package; C02 Scope Swap; C06 Two role windows around a one-page brief; C01 Fixed Deadline; C11 The brief the client's AI rewrote. Fictional practice example, draft for review.

Editing, printing and practice

The files

This PDF is one part of the add-on. The pack files also include the Markdown and CSV versions listed here; they are separate files, not pages of this PDF.

File	What it is
markdown/00_start_here.md	The contents and the move, in plain text.
markdown/08_practice_tracker_30_day.md	Instructions, the blank tracker (copy it), the week checks and the filled example week.
csv/practice_tracker_blank.csv	The 30 days as one table: day, date, request, question 1, question 2, what changed, confidence.
csv/practice_tracker_example_week.csv	The filled example week (seven free cases, fictional).
template_pack_v4_addon_A4.pdf, template_pack_v4_addon_Letter.pdf	This add-on, typeset. Print the two blank pages.

Editing

- **Markdown** (pack files). Open in any text editor. Copy the blank tables into your notes or a document.
- **CSV** (pack files). In Google Sheets choose File, Import, Upload, then "Replace current sheet". In Excel choose Data, From Text/CSV. The file is UTF-8 with a header row and has no formulas.
- **Paper** (this PDF). Print the two blank pages at 100% (no "fit to page") on A4 or Letter, one after the other, and keep them together. The example week is landscape and fits both sizes.

Keep it clean

- Keep confidential details out of anything you share. The tracker is for your own practice; write roles or first names, not private details.
- Use it on the request, never as a score of a person. The person who decides still decides.
- Update a line when you learn something. An assumption you have checked becomes a fact; one you have not stays marked.

Practice the move

The free cases let you try the two questions on a fictional situation and see what each answer reveals. The example week in this add-on comes from that same set, so the quoted lines match.

Play free: [\[PUBLIC_URL\]/practice/](#)

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