**RESPECTFULLY REQUESTING CHANGE**

Prepare the Ground:

* Make a time to talk
* State your intention (as a shared value or goal)

Then Clearly State:

* What I observe / experience

*concrete, specific, observable*

* How it affects me / the shared project / others

*my ability to be effective, accomplish tasks…*

* What I would prefer

*specific request / proposal*

* Benefits to all (optional)