

TIP OF THE MONTH



Tip of the Month: Get the Results You Want from Others

When you ask others for something that results in a tangible output, do you get what you need when you need it? Often, the results can be less than you expected, or they can be late. The results may not be the fault of others; you may be the cause of these lacking results. Use four elements to improve your requests.

1. What do you want, and what does success look like? Be detailed about your expectations and describe exactly what constitutes a "good job."
2. Who do you want it from? Choose a specific person. When you request a team or a group, each person may assume someone else will do the work.
3. When do you need it done? Attach a timeline to your request, including the final due date and any intermediate updates, check-ins, and drafts. Being specific will set clear expectations with your colleague, saving time and energy you might otherwise spend checking your inbox and following up.
4. Why is it important? Be clear about what's behind your ask. By contextualizing your request, you'll improve the chances that it is understood and accepted and get the results you need when needed.

This tip is adapted from "Mastering the Art of the Request" by Rae Ringel.
Harvard Business Review, August 4, 2023

https://hbr.org/2023/08/mastering-the-art-of-the-request?utm_medium=email&utm_source=newsletter_daily&utm_campaign=mtod_notactsubs

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