

USE THIS BEFORE A DIFFICULT TEAM BRIEFING — CHAPTER 12

Catch the Rain

DECISION Worksheet v1.0

The story you tell your team becomes their story. Before you brief your team on a decision, change or message you didn't choose, work through this first.

1 — THE SITUATION

What decision, change, or message do you need to communicate?

👉 Tap or click to type

2 — THE GAP

What do you feel — and what do you actually know?

This is the most important step. The gap between what you feel and what you know is where leaders either catch the rain or pass it downhill.

WHAT YOU FEEL

WHAT YOU KNOW

3 — THE TRANSLATION

What problem is this decision trying to solve?

Even if you disagree with the method, what is the business trying to achieve?

4 — THE STORY YOU'LL TELL

How will you frame this — clearly, honestly, without passing frustration downhill?

Write the first sentence you'll say out loud. That sentence sets the tone for everything that follows.

REMEMBER

The people you lead don't need you to be their chief complainer. They need you to be their guide. Absorb it. Translate it. Help them move forward.