

# BE A MIND-READER - PRE-EMPT THEIR QUESTIONS

## The BLUF statement or request:

Can you give me some time slots we could have a meeting next week?

Unfortunately, we chose someone else for the job.

I'm so sorry I got this wrong.

Could you take a quick 5 minutes to feedback on the strategy doc for me?

## The headings and bullets:

### Why we need to meet

- Some things have changed
- John told me X
- I think we need to rethink the strategy

### How urgent is it?

- Our deadline is in 2 weeks
- So the sooner we meet, the better
- How about Monday?

### Things you should know

- We received more than 500 applications
- The competition was steep
- We chose someone with higher qualifications

### An explanation

- This happened
- That happened
- I had a blonde moment

### How I'll make sure it doesn't happen again

- We've updated the process
- X will now happen

### What I need

- Please don't edit or proofread
- Just let me know if it's looking like the right direction in principle
- Give me general pointers if it's not



SHELLY DAVIES  
— WRITING & TRAINING —