

Request/Concern/Question: Feeling at a crossroads – Figure out what I have control over. Don't want to have to go back on my word – so very intentional about not saying things in the moment. How can I appropriately ask questions to get clear?

Action Steps: *To plan more intentionally for my upcoming meeting. Stay focused and ask for what I need/want to move forward.*

“Self-quotes”, key questions, misc. notes from KPF for continued reflection:

- Touching something one and comments about procrastination resonated – find self looking at things and not being able to move forward.
- “There is a disconnect between what he would say you can do – but then 2-3 conversations later this is something contrary to that.”
- “Deserve – entitled – hard words for me. On the flipside I do need some responses. Respect of being hear and responded to based upon the concerns vs. put down or dismissed.”
- “When something was contrary – my go to response is to apologize and say, “I must have misunderstood.”
- Q: How does it feel to walk in someone else's shoes?
- Q: What would you say to your directors if fear wasn't at play?
 - A: What do you think about X; What do you feel about X; Very back and forth
 - A: Stop saying “I'm sorry for X” and instead, say, “I need X to move forward with the work.”
- Q: What are 3 things to increase the likelihood of success?
 - A: Come with potential solutions; bring the data; provide case examples.
- Find self feeling like being pushed as far as possible, then start to shut down. Then not sure how to respond to comments. Find self having an emotional response – a bit angry from having been dismissed...”I should respond but I don't.”
- From KPF for reflection and consideration:
 - When you have a meeting with others, particularly around difficult content (for you and/or for them), in addition to preparing yourself, how do you prepare the other person?
 - In your aim to “honor his time” and to also get what you need, are there things that can be completed via email, vs. phone, vs. f2f. Can you agree upon terms for how best to ask and get answers? What things need to be in writing (for the record) and which things need to be process vs. product oriented?
 - Which things can you tell him (and others) because you are the expert in the space/the role or charge is yours to take, vs. asking for permission?
 - For non-f2f meetings, can ZOOM help so you can get the whole picture vs. email or phone?

- As you reflect upon conversations where you were “dismissed” or feel yourself “getting emotional” – is there a pattern or trend? What are the implications? What is being said about you? Can you find a response that would apply to these recurring situations? For example, “I need to consider that more, I’ll get back to you.” Or “What was just said doesn’t align with the vision we’ve discussed previously; I’ll get back to you with my concerns when we have more time to explore.”
- When there are decisions to be made or that have been made:
 - Give options for decisions so he is picking from an acceptable set you provide. He still has “final” say, but within the parameters that are acceptable to you.
 - Restate the decision (for the record) and/or share an email (google DRIVE) with your notes to check for understanding. The goal is to seek affirmation that you heard correctly, and that action can be taken.