

3-3-3 Framework

Preparation for Meetings & Giving Feedback

Before an important conversation, take a few minutes to think through the following 3-3-3 pieces:

1. What **3** things do you want to share? What's most important for the other person to hear?

Think about:

Your intention for the conversation

Data around behaviors: what you have noticed and the impact

Clarity around expectations

Next Steps

Gratitude and appreciation

2. What **3** questions do you have for the person? What can you ask with an open and curious mind?

3. What **3** words reflect how you want to show up? What body position reflects that?