


### Step 1

In the "Colleagues" row of the table below write the names of one, two, or three people you lead. Choose people you think might benefit from a Three Questions conversation: for example, one or more of your highest- or lowest-performing team members.

### Step 2

Under each person's name, choose either the **Move Up? Move Out?** or **Adapt Style?** cell and briefly describe evidence suggesting why you think that Question is most relevant to the person at this time.

 Colleagues	1:	2:	3:
<b>Move Up?</b> Evidence of need to Move Up			
<b>Move Out?</b> Evidence of need to Move Out			
<b>Adapt Style?</b> Evidence of need to Adapt Style			

### Step 3

Decide which colleague is most important for you to speak with first. Below, write what you will say when inviting them to have a Three Questions conversation:



Finally, which of the Three Questions is most relevant for *you* at this time? Do you have a colleague, friend, boss, or partner who could tell you which question they think is most relevant for you, and why? Ask.