

## RECEIVING FEEDBACK CHEAT SHEET:

Things NOT to do when someone is giving you feedback:

- 1) over apologizing (1 "I'm sorry" is enough)
- 2) over explaining why you did what you did (a succinct explanation can be helpful)
- 3) becoming angry and/or immediately telling the person why this is actually their fault

Things TO do when someone is giving you feedback:

- 1) try and separate your "missteps" from who you actually are (your True Self)
- 2) connect to the idea that feedback giver has good intentions
- 3) ask questions to gain a deeper understanding
- 4) repeat back what you think they are communicating to you