WORKSHEET + WORKED EXAMPLE

Make a Request People Can Answer

A clear request that explains the need, acknowledges the cost, and leaves room for a different answer.

10-15 minutes | A practical influence conversation

Use it in three moves

1. Understand the need and ask about the other person's work.
2. Make a bounded request and offer practical support.
3. Leave room for refusal or revision, then follow through on what you agree.

What are you trying to make possible?

Describe the shared work before the favor.

What might this request mean for the other person?

Ask rather than claiming to know their priorities.

What do you need to hear before proposing the arrangement?

Make the question answerable.

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YOUR WORKING NOTES / CONTINUED

What specific help are you asking for?

State the size, timing, and choice clearly.

What can you do to make the collaboration workable?

Offer something real, without making it a transaction of favors.

What if they say no or suggest something else?

Keep a route that respects their constraints.

How will you follow through?

A useful relationship continues after the request.

A question for me

Would this still feel like an invitation if they said no?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

What are you trying to make possible?

Help the new volunteer cohort start without repeated access problems.

What might this request mean for the other person?

The systems coordinator is preparing another launch and may have limited time.

What do you need to hear before proposing the arrangement?

Which access problems can volunteers resolve themselves, and where is your team's help essential?

What specific help are you asking for?

Could we have twenty minutes on Thursday to identify the three most common access problems and the right route for each?

What can you do to make the collaboration workable?

I will bring anonymized examples, draft the help card, and return it for a quick accuracy check.

What if they say no or suggest something else?

Ask whether an existing help page or a different colleague would be better, and revise the timing if needed.

How will you follow through?

Share what changed and whether repeat questions decreased; credit the people who helped.

The thinking behind it

The way you ask for help shapes what collaboration feels like. A request should make room for the other person's knowledge and limits to change your plan.

This original invitation structure consolidates common influence and communication themes: understand the context, make a clear request, listen to the response, and follow through. It does not promise a formula for persuading people or treat relationships as resources to extract.

Read You Have a Culture Problem by Nic Payne