The Feedback Field Card.

Feedback is a recording, not a verdict. **Clear is kind.**

Companion to "Feedback is a recording" by Bryan Miles · MaestroVox Advisors

Notice First

Before you plan the conversation, write down the one moment you want to give feedback on and what you saw the person do. If you can't name both, you aren't ready to give the feedback yet.

The moment, and what a camera would have caught

The Conversation

Script the conversation before you have it. Say the two quoted lines as written, and write the other four in your own words.

1 **Open**

"Can I share what I saw?"

2 **Situation**

One specific moment: where, when.

3 **Behavior**

What they did, not your read on it.

4 **Impact**

What it cost. Impact, not intent.

5 **Ask**

"What was going on for you?"

6 **Next**

Agree on one change.

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Clear, then a conversation, in that order.

Quality Bar

Check before you deliver. One “no” means it isn’t ready.

- [ ] **Specific**
  Couldn’t apply to anyone else
- [ ] **Observed**
  By me, not passed along secondhand
- [ ] **Impact, not intent**
  What you saw, not what you assumed
- [ ] **One message**
  Not a sandwich
- [ ] **Timely**
  Now, not saved for a review
- [ ] **Private**
  Corrective feedback, always in private

After: The Five-Minute Rep

Two questions. Answer both, in writing, while it’s fresh.

Where did my tell show up?

The reach for the sandwich. The flinch when they pushed back. The rush to fill the silence.

What did I notice right before it?

The heat, the breath, the drop in the stomach. The signal to catch next time.

A clean recording doesn’t ask anyone to feel bad. It just lets them hear what you already heard. Hand it over.