

W.A.I.T.

Why Am I Talking?

Understand the relevance and/or importance of what we are about to say.

Can I answer “yes” to all of these questions?

Do I have something important to say or a very strong opinion to share?

Is it on-topic, necessary and helpful?

Is it my turn or the proper time to say this?

Is this contribution a unique addition?

If my words may be hurtful to someone, is this still necessary?

If yes to all, move forward and be concise.



T.H.I.N.K.

Is what I am saying...

True

Helpful

Informative

Necessary

Kind



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