

Finding the Words

The hard part is rarely knowing what you want. It's saying it to two people you don't know well yet, without sounding like you're either apologising or auditioning. Fifteen minutes and a pen. Nobody has to see this page.

1 | RAW

Keywords, not sentences. Nobody reads this part but you.

I WANT

I DON'T

2 | MARK

Go back through both columns and tick what the other side actually needs to know. Some of it is hot but private. Some of it is awkward and non-negotiable. Only the ticked lines go into step 3.

3 | SAY IT

Finish the sentences. Write them so you could send them as they stand.

What interests me about this is

What I'd want you to know before anything happens is

What doesn't work for me is (no reason required)

Afterwards I need

How often I can realistically do this:

Send two or three of these, not all five. The ones that made you hesitate while writing them are usually the ones worth sending first.