One Clear Request Worksheet

This tool helps remote workers cut through noise and avoid vague pings.

Purpose

(Identify the ONE THING you need so your message gets a fast response.)

Section 1: Situation

Fill in the blank: I am working on...
I'm at the point where I need ...

Section 2: What is the need?

(Choose one.)

- decision
- input
- approval
- resource
- timeline
- escalation
- unblock
- visibility

Section 3: How Urgent is it?

(Choose one.)

- Today
- This Week
- Before (date)
- Any time

Section 4: What type of response?

(Choose one.)

- reply yes/no
- reply w/ date
- add a comment
- review & approve
- go to next step
- other

Section 5: Final Clear Request

(Assemble from your work above.)

"Context: [Section 1]
What's complete: [optional]
My request: [Section 2]
By: [Section 3]
Respond by: [Section 4]
Link: [optional]"