Scenario:

1) You made a mistake in a report.
2) That report was already sent to client X.
3) You have to do better.

Exercise:

Write an email to your boss about it in 2-3 short paragraphs.

Thoughts:

- Denial (I didn't make the error)
- Diminishing (maybe the error wasn't too bad)
- Blaming? (Another employee made an earlier mistake that led to this)
- Covering up for yourself

Email:

Hi Joe,

I recently sent the report to client X. After sending the report, I discovered that there was a significant error.

I proofread the report and went over the data twice. But this error did creep in and I wanted to bring it to your attention so we can brainstorm the best way to move forward.

Do you want to discuss it? Or what should we do?

Sincerely,
Alex Genadinik