**Constructive Feedback Checklist**

Personality: Feelers will take feedback much worse than thinkers. Two-thirds of women are feelers.

Place: Appraise in public, give feedback in private.

Timing: Get to know what is going on in their life so that you can give feedback when they don’t have other issues and can let it soak in.

Tough Love: Begin with “I say this with love…”

Behavior: Give feedback on behavior or things that people can change, not someone’s personality or looks.

Feedback Through Rhetorical Questions: “Do you think it’s a good idea to…?” or “We need to have this done by… Do you think….?”