

DEAR MAN

Ask for what you need, clearly and kindly

D

Describe

Describe the situation and stick to the facts.

E

Express

Express your feelings about the situation. Don't assume the other person already knows.

A

Assert

Ask for what you want or explicitly say no. No one can read your mind.

R

Reinforce

Explain the positive effects of getting what you are asking for.

M

Mindful

Keep the focus on your goals. Do not get distracted.

A

Appear confident

Appear self-confident.

N

Negotiate

Be willing to negotiate.