

# Question Batching Form Pad



FORM 14.02

Instructions: Avoid ambushing your attorney/supervisor by batching questions throughout the day to share during your daily/weekly prescheduled huddle. Document feedback, agree upon a by-when if necessary, and calendar ALL action items!

For: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Question: \_\_\_\_\_

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Feedback: \_\_\_\_\_

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\_\_\_\_\_ By When: 

Updated Calendar	
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For: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Question: \_\_\_\_\_

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Feedback: \_\_\_\_\_

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Updated Calendar	
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For: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Question: \_\_\_\_\_

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Feedback: \_\_\_\_\_

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