

Question Batching Form Pad



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: _____

Feedback: _____

_____ By When: _____ Updated Calendar

A

B

C

For: _____ Date _____

Question: _____

Feedback: _____

_____ By When: _____ Updated Calendar

A

B

C

For: _____ Date _____

Question: _____

Feedback: _____

_____ By When: _____ Updated Calendar

A

B

C

Notes: