

About this Tool

- There may be situations where you might fill this sheet out and share it with other people, and other times where you will just reference the sheet without filling it out.
- If you are a leader, or in any situation where you have potential power over someone you are making a request too, use this sheet to help to give that person time to respond, and reduce some of the pressure from the difference in power
- We recommend that you share this tool with your team one-one, or during a staff meeting.

Make a SMART Request

S

Be Specific

Assess the situation you need help with and break it down into specific requests.

- Who are you asking for help? Are you sure this is the best person to help you?
- What do you need help with? Be as specific as possible in this request.
- How do you want to receive this help? What don't you want from them when they help you?

Example:

Vague request – can you help me apply for jobs?

Specific request – Will you please review my cover letter for the workshop facilitator position at RAFT and give feedback?

M

Make it Measurable

How does your supporter know they've helped enough?

- How will the person you are asking for help know when they are done?
- How will you know when the person is done?
- If there is something that can be measured to show completion, what is it?

Example: It's a one-page cover letter and I need it back by next Thursday.

Make a SMART Request

A

**Must be
Achievable**

Ask someone with the knowledge, skills, and resources needed to accomplish the task.

- Why is this person the best choice to help you?
- What resources are needed for this request?
- What skills do they have that are needed for this request?

Example: I know you have experience copy editing and I could use that type of support.

R

**Be Realistic/
Reasonable**

Your request should be respectful of individual capacity.

- When setting a timeline for this help pick a timeline that is reasonable for the person considering everything else they are doing.
- Be realistic for when you need this request completed by. Don't adjust your timeline in the hopes they say "yes".

Example: Please consider formatting and grammar in your feedback.

T

**Set a
Timeline**

Your request should be timebound so set a due date and/or check-in/follow-up dates to ensure follow through.

- Look at your timeline and make sure that your request for help will be completed in time for you to meet any of your deadlines.
- What is the deadline you have for this request to be completed? Is it a specific time and date, or is there a range?

Example: My application is due in two weeks and I'd like to get your feedback by next Thursday so I can make edits.