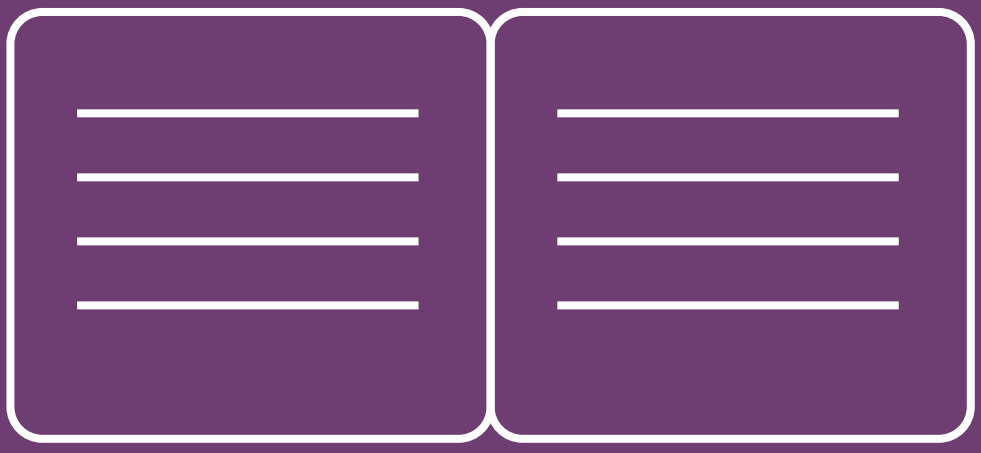
BOOKCHOWK / PRACTICAL MINI BOOKS

Ask for Help Clearly

A workbook for making specific requests and using support well



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10 focused pages + editable companion | 29 October 2026

One useful result

A workbook for making specific requests and using support well. Work through one lesson at a time, then use the three printable worksheets on a real, low-stakes situation.

Your route through this mini book

1. Name the part you cannot move

2. Match the request to the person

3. Make the next action easy

4. Use the help and close the loop

Read the lesson, compare the worked example and complete the action. Pages 7-9 are writing sheets; page 10 helps you review the result. The editable Markdown companion contains the same prompts for reuse in a notes app.

For personal learning. Examples are fictional; adapt the worksheets to your situation.

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Name the part you cannot move

“I need help” may be true but difficult for another person to act on. Describe the task, the point where you are stuck and what you have already tried. Separate lack of information, lack of skill, lack of time and lack of authority. Each may need a different kind of support. You do not have to justify your worth before making a reasonable request.

Worked example

A colleague cannot approve an invoice because a required document is missing. More effort will not supply approval authority. The useful request is to identify the authorised decision-maker and the missing record.

Try it now

Choose one low-stakes task. Write what you can do alone and the exact part that needs another person’s input.

NOTICE → CHOOSE → TRY → REVIEW