

TIME REQUEST BANK

- Hey, can you meet tomorrow? For thirty minutes?
- I am so sorry to ask late, but can you meet for 30 minutes tomorrow? It really can't wait.
- I do not think I will be able to make the deadline next week. The project is taking more time than I thought, and my team is just not as far along as I thought we would be. Can we have an extension?
- I know I am asking late, and I am so sorry. There was an emergency at home, and I can't turn in that report today like I promised. Is there any way at all for me to turn it in next week? I promise to make sure everything else is on time after that.

RESOURCE REQUEST BANK

- Can I borrow \$10 for lunch today? I'll pay you back tomorrow!
- I am so sorry to even ask, but someone broke into my car and stole my wallet. Could I borrow some money for lunch today? I promise to pay you back as soon as I can.
- I promised a client an email in 30 minutes, and my machine is still rebooting. May I borrow yours for like 10 minutes?
- Hey! Can I use your computer real quick?
- I need a computer for a few minutes [looks at coworker].

ASK A COWORKER

LESS IMPOSITION



MORE IMPOSITION

ASK A BOSS OR SUPERVISOR