With Others

7 forms of respect ™

Exercise 1: Practice Context-Action-Feeling-Ask (CAFA)

It might be time for a conversation if you find you're exhausted from constantly adapting to the FoRs of your coworkers. Ideally, those conversations will be with people who are open-minded, curious, and committed to having a better working relationship with you. This will help your colleagues adapt to each other's FoRs.

If you feel someone is deprioritizing FoRs that are important to you, use this CAFA (Context-Action-Feeling-Ask) conversation structure.

CAFA
- **Context** – Recap the context of the situation.
- **Action** – Describe the other person's action.
- **Feeling** – Describe how you feel about what they did. Tie in the 7 FoRs if it makes sense to do so.
- **Ask** – Ask a question to better understand their action.

Example:

Context	We were having our regular morning meeting.
Action	You're almost always late.
Feeling	I get anxious. Punctuality is very important to me. It makes me feel like you don't value the meeting when you are late. When one person starts coming late, I have seen others think it's okay to come late.
Ask	What's causing you to be late?

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Fill out the table below with your own examples.

Context	
Action	
Feeling	
Ask	

📝 **Note:**

If your colleague is unfamiliar with 7 FoRs, you can choose to explain it or just describe the action without naming the particular FoR. You can also ask how they would like to receive respect from you.

👆 **Keep in Mind:**

An effective way to clear up miscommunication is through having a conversation, though it won't guarantee there will be behavior change. It will help you understand each others' competing priorities. By expressing your needs, at the very least, the person will learn you are willing to adapt to them. Otherwise, they might take you for granted when you don't say anything at all.

💡 **Tip:**

Think strategically about the physical or virtual setting (e.g., private room, group meeting, etc.) and time of day (busy period or slow period) before you ask for the conversation. Try to ensure the environment will be most conducive to having a sensitive conversation.