CHECKLIST

Processing Negative Feedback Without Losing Confidence

- [ ] Write down the exact words of the feedback before your memory softens or distorts them
- [ ] Ask whether the person giving the note understands what you were trying to achieve
- [ ] Identify whether the criticism points to a technical problem or a difference of taste
- [ ] Test any proposed change in a non-destructive way before committing to it
- [ ] Respond calmly if a reply is warranted, stating your decision and the reason behind it
- [ ] Return to your folder of positive responses when confidence dips
- [ ] Document what you changed and why, or note your decision to hold your original direction