

# Radical Candor

by Kim Scott

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Ask for criticism first**

In your next one-on-one, ask: What is one thing I could do or stop doing that would make working with me easier? Stay quiet long enough to get a real answer.

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<sup>02</sup> **Make praise operational**

Replace a vague compliment with a specific one: name the behavior, the impact it had, and why you want to see it repeated.

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<sup>03</sup> **Redline one piece of feedback**

Before a hard conversation, write the sentence you want to say. Add one line of personal care and one line of direct challenge until both are visible.

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<sup>04</sup> **Correct small misses within 24 hours**

Pick one low-stakes issue this week and address it while it is still fresh. Keep it private, factual, and focused on the next rep.

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<sup>05</sup> **Map a conversation on the matrix**

After giving feedback, score yourself on care personally and challenge directly. If either score is low, plan the repair before the next meeting.