# Feedback Evaluation Sheet

Complete this after setting the feedback aside — not immediately on receiving it. The immediate reaction is rarely the useful one.

## 1 — THE FEEDBACK

### Who gave this feedback?

*Note their relationship to the piece — editor, reader, colleague, client. This is relevant to how much weight the feedback carries.*

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### What did they say — in their words?

*Write it down before evaluating it. Paraphrasing too quickly changes what was said.*

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## 2 — THE THREE QUESTIONS

*Work through these in order before deciding what to do.*

### Question 1: Does this identify a real problem, or a preference?

*A preference is what the reader would do differently. It is not an instruction. A real problem is a failure of the piece to do what it is trying to do.*

■ This is a real problem.

*Move to Question 2.*

■ This is a preference.

*Note it and move on. No action required.*

### Question 2: If a real problem — is the diagnosis correct?

*The reader has identified where they experienced difficulty. They may be right or wrong about the cause.*

■ The diagnosis is correct — the problem is where they say it is.

*Move to Question 3.*

■ The diagnosis is incorrect — the problem is elsewhere.

*Identify the actual cause before revising.*

### Question 3: Is this feedback consistent with what the piece is trying to do?

*Some feedback identifies a problem that would exist in a different piece but not in this one.*

■ Yes — acting on it would improve the piece as it is.

*Act on it.*

■ No — acting on it would change the piece into something it is not trying to be.

*Note it as information, not instruction.*

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**3 — THE DECISION**

**What will I do with this feedback?**

*Act on it / Note it / Set it aside — and why.*

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**If acting on it — what specifically will I change?**

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