Situation	Best When	Best Where	Best How
1. Delegating an assignment			
2. Getting information about a complex project you are accepting responsibility for			
3. Working through a misunderstanding			
4. Introducing yourself to a new member of the staff			
5. Giving an employee or peer constructive feedback			
6. Pointing out a moderately important error in a company process or product			
7. Confirming a meeting time			