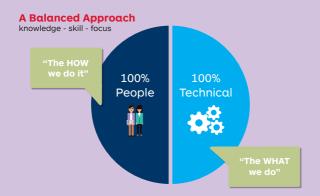


Mindset Continuum

	Being 'in the Black' negative place to be		Being 'in the Red' positive place to be	
Temperamental Uncooperative	Impatient Irritable	Caring Cooperative	Appreciative	
Indecisive	Argumentative	Patient	Open minded	
Unhappy Worried	Frustrated Stubborn	Non-defensive Confident	Considerate Calm	
Angry	Stressed	Productive	Helpful	







No roadblocks

Don't 'dead end' customers with language such as:

× Unfortunately
× I can't...
× I'm afraid that...
× I'm sorry but...
× It's company policy
× It's regulation

Don't create doubt or false hope

Avoid using:

- 🗙 I'll try
- 🗙 I'll do my best
- 🗙 I'll endeavor
- × Possibly
- × Probably
- × I think that should be okay
- ×I don't see why not

Positive 1st Response[™]



Complaints & Criticism Glad > Sure > Sorry"

Positive 1st Response in a 'No' Situation

Template 1 > 2 > 3"



Explain what you CAN DO

- Give the best solution, options and alternatives
- Focus on what is possible and a way forward
- Say something that is positive, constructive or empathetic

The 'NO' State:

- What are you unable to do
- What is not possible
- Give the disappointing or upsetting news

Give any additional ideas or suggestions

- Sell the benefits of what you have offered
- Agree on the next step(s)

3

 Say something that is positive, constructive or empathetic "Everything we think, feel, say and do is either a service or disservice to ourselves and to others." – Mary Gober

Positive 1st response[™]

in a 'Complaint' Situation



Aim to take a positive mindset approach

- 1 Take ownership and responsibility
- 2 Be optimistic
- 3 A complaint is real gold ... treasure it!
- I make a difference