





A TTEND	Pay attention, listen, and comment without judgment Nodding while the other person is speaking, then asking, "When did you find the time to complete this?
COPY	Mimic their words or behavior "You came in every day over the holiday break?!"
CONTEXTUALIZE	Identify the chain of cause and effect that contributed to someone's reaction "This has to be particularly frustrating given that you flagged concerns about the code back in October"
E QUALIZE	Affirm that their reaction is normal or to be expected "Anyone who spent their holiday break working while everyone else was vacationing would be frustrated."
P ROPOSE	Guess their thoughts, feelings, wishes, etc. based on what they shared "This sounds like a recipe for burnout."
T AKE ACTION	Directly intervene with resources, support, or help. "I'll work with leadership to roll out a review process by the end of the month so this doesn't happen again."
E MOTE	Express genuine emotion; break character Shake head in disbelief and drop jaw perhaps uttering "goddamnit" under your breath.
DISCLOSE	Share common experiences "Please don't repeat this, but one of the reasons I left Google is because I felt like I was picking up the slack."