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Leadership & Organization
Development

Reasonable Requests

Instead of blowing up and making “unreasonable demands”, try to remain calm, think it through, and formulate a “reasonable request”. Remember, it may take some dialogue to negotiate a workable solution. Be willing to find a “third alternative” that creates a win-win, if possible.

What “unreasonable demands” are you tempted to make? How can you formulate them into a more “reasonable request”?

Unreasonable Demands	Reasonable Requests
“I need to be able to work whenever I want and not work whenever I want.”	“Could we discuss the possibility of flexible work hours to support better work-life balance?”
“I am constantly being overburdened with too much work. Stop giving me too many assignments.”	“Can we review my current workload? I want to ensure I'm meeting the company's expectations without overextending myself.”
“I need more training.”	“I would like to request approval to attend a professional development course that is relevant to my role.”
“You never give me any input. I need feedback along the way, not just at my annual review.”	“Can we schedule regular feedback sessions to discuss my performance regarding where I'm doing well and areas for improvement?”
“Our tech is outdated. We need better equipment.”	“To enhance our productivity, could we discuss investing in updated tech and software tools?”
“I need your input right away.”	“I would really appreciate your input on this project. Would you be able to help me finalize the report by Thursday? Or if that's too soon, what could work for you?”
“You need to communicate better.”	“I'd like to be of assistance. Can you please provide more details on your specific needs regarding the project deliverable?”
“Don't rush me. I'll get to it when I can.”	“Can we agree to set realistic deadlines for each phase of our project to keep on track without overburdening each other?”

Unreasonable Demands	Reasonable Requests
"I need to be able to work whenever I want and not work whenever I want."	"Could we discuss the possibility of flexible work hours to support better work-life balance?"
"This always falls on me. Someone else needs to step up for once."	"I suggest we rotate the responsibility for this task each month so the work is evenly distributed."
"Stop sending emails outside of work hours. I'm sick of it!"	"I'd like to propose that we do not send work-related emails after 6 PM or on weekends to respect personal time, unless it's a true emergency."