mimansa
RESEARCH & ADVISORY

TOOLKIT · CLEAR UPDATE KIT



Recommendation Line

Write your ask in one line. Check it against the examples.

WHAT

e.g. Approve one temp for two weeks

WHO DECIDES

e.g. US payroll head

BY WHEN

e.g. Wednesday, 22 Oct

VAGUE LINE	CLEAR LINE
We look forward to alignment.	*Approve one temp. Payroll head to decide by 22 Oct.*
Let us discuss next steps.	*Pick plan A or B on Thursday's call.*
Leaders may wish to consider this.	*CFO to sign the ₹4 lakh budget by 31 Oct.*

YOUR LINE

CHECK YOUR LINE

- [ ] It says what.
- [ ] It names who.
- [ ] It gives a date.

If the reader must guess what you want, write it again.

FREE TO USE AND SHARE · V1 · OCT 2026