

The 4 Quadrants Worksheet

How to say the “right” thing, how to be confident talking to everyone, how to ask for what you want, and how to use these four quadrants to get the results you desire.

The Four Quadrants:

- **Facts:** anything indisputable that both parties can agree on
- **Belief:** what you believe
- **Feeling:** how you feel emotionally (about the conversation)
- **Ask:** ask for what you want

We often confuse our beliefs with facts. We get so passionate about what we are saying that we sometimes think they are facts.

Most of us tend to forget to simply ask for what we want.

FACT:

Facts are indisputable and agreed upon by both parties. Known to be true. Could also be from previous conversations.

Examples:

- We’ve been friends for 10 years
- As you know, I have a health and wellness business
- You may not know that I have recently started a health and wellness business
- You mentioned you are behind on your bills and you are looking to find another stream of income
- You mentioned that you are unhappy at your job
- You mentioned that you would like more time with your kids/family

BELIEF:

Beliefs are your opinions, NOT facts.

Examples:

- You think think this business/income opportunity would be great for someone
- This business could help someone have more time to spend with their family
- This is a great way to earn an extra income
- These products are superior to anything on the market and everyone should be using them to look and feel their best
- I think it would be fantastic for us to work together

FEELING:

This is the emotional part. It’s about how you are feeling about the conversation.

Examples:

- I am so excited to share this income option/business opportunity with you
- I am a bit nervous to talk to you about this because...
- I’m a little frustrated because you haven’t gotten back to me and I have left several messages
- I’m feeling a little intimidated to talk with you because... but I decided to be brave and share this with you anyway
- I’m feeling a little uncertain...

ASK:

Asking for what you want. Key to asking is to be really clear on what you want and then stop talking. Typically we ask for what we want and then go back and put in a bunch of beliefs. Once you ask, keep quiet/pause and wait for the answer.

(If you ask for a favor, it's proven that people understand that you value them and are asking for support/help. You can add "would you do me a favor")

Examples:

- I'd love you to listen/watch (a zoom, recording,) to hear more about Arbonne
- Let's meet for coffee (or over zoom if long distance)
- I'd love you to jump on a 3-way call with my friend/business partner. He/She has been building a business longer than me
- I'd love to give you some samples
- I would really appreciate if you would give me a referral

THEN STOP TALKING SO THEY HAVE A CHANCE TO ANSWER.

BEFORE TALKING TO SOMEONE:

Use these 4 Quadrants to jot down a few notes before you talk with each person. These are in no particular order; you can start with fact, feelings, belief or even asking for what you want.

Examples using all 4 Quadrants:

- *Feeling-Belief-Fact-Ask*: Mary, I am so excited for you to learn more about Arbonne. I believe I've found a way for us both to get out of our corporate job and I remember you said you have been so unhappy at your work. I would love for you to jump on a zoom call this Tuesday to learn more about Arbonne. (Then stop and let them answer)
- *Fact-Feeling-Belief-Ask*: Steve, You know that I have a health and wellness business with Arbonne (OR, Steve, I'm not sure you know that I have a health and wellness business). And I really believe that these clean and vegan products are exceptional... better than anything I have ever used. I think you would really like them, and I would love to share them with you. Can I drop by this week? (or can we jump on a zoom this week?)

This is about having 30 second conversations where you're looking to get "yesses" along the way, and by using all four quadrants you will get a YES!

After you have ASKED for a business meeting (one on one or DA) you can add.. "This may or may not be a fit, but after we chat, you'll know and can make an informed decision."

The worksheet below can be used is to jot down your notes before you talk to someone.

The 4 Quadrants Worksheet

Use this worksheet to jot down some facts, beliefs, feelings and what you want to ask before you talk to someone.

Fact

Belief

Feeling

Ask