CONFIDENTIAL FORM CBB-27

INCIDENT REPORT

No. 001

Date _____ **Time** _____ **Location** _____

Offender (initials or code name) _____ **Role** _____

OFFENSES (check all that apply)

- ☐ Reply-all abuse
- ☐ "Per my last email"
- ☐ A meeting that could've been an email
- ☐ Smelly lunch crimes
- ☐ Lunch thief
- ☐ Credit stealing
- ☐ Surprise deadline
- ☐ Loud speakerphone
- ☐ Passive-aggressive note
- ☐ Buzzword overload
- ☐ After-hours "quick question"
- ☐ Other _____

Burn Level (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) *1 = smolder, 10 = inferno*

WHAT HAPPENED

_____

_____

_____

_____

WHAT I WANTED TO SAY

_____

_____

WHAT I ACTUALLY SAID *(usually "Sounds good!")*

_____

ACTION TAKEN

- ☐ Smiled and nodded
- ☐ Vented to a coworker
- ☐ Wrote it here
- ☐ Passive-aggressive reply
- ☐ Left early
- ☐ Said nothing (rage within)
- ☐ Performance review

Filed under: Things Better Left Unsaid