***Talk Time Request***

*I would like to schedule a time to talk with someone this week.*

My Name: Today’s Date:

My preferred person I would like to talk to is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
|  | **I would describe my need to talk with someone as:** |
|  | **Immediate:** *I need to talk with someone today*Examples:* I’m very upset or very sad
* Something has happened
* I feel unsafe
 |
|  | **Pretty Soon:** *I would like to talk with someone by tomorrow*Examples:* Something is on my mind
* I’m worried about something
 |
|  | **It Can Wait:** *I can wait until later in the week*Examples:* I have news I want to share
* I would like get some advice
* I have a problem I want to solve
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**Talk Time Schedule**

|  |  |
| --- | --- |
| Date |  |
| Day |  |
| Time |  |
| Location |  |
| With |  |