**Caring Should Never Suppress Candor While Candor Should Never Displace Caring**

**Care:** Look after and provide needs of **Candor:** The quality of being open and honest in expression

The bottom line, which has already become very clear, is that good leaders must embrace both care and candor. You can’t ignore either. So to help you strive to keep the balance between the two, I’ve created a caring candor checklist for working with people. Before having a candid conversation, make sure that you can answer yes to the following questions:

* Have I invested in the relationship enough to be candid with them?
* Do I truly value them as people?
* Am I sure this is their issue and not mine?
* Am I sure I’m not speaking up because I feel threatened?
* Is the issue more important than the relationship?
* Does this conversation clearly serve their interests and not just mine?
* Am I willing to invest time and energy to help them change?
* Am I willing to show them how to do something, not just say what’s wrong?
* Am I willing and able to set clear, specific expectations?

If you can answer yes to all of these questions, then your motives are probably right and you have a good chance of being able to communicate effectively.