

How to ask for help from co-workers

When you're struggling at work, talking with co-workers can be a big help. Below are two sample conversations you can use to get started.

You need help with a new system.

You're having trouble keeping up in meetings.

1. Set up the conversation	2. Start the conversation	3. Share information	4. Ask for support	5. End the conversation
"Can we grab coffee during our break? There's something I'd like to ask you about."	"I really value your opinion, so I want to share a problem I'm having at work."	"Everyone is already using the new system, but I'm confused by the written instructions."	"Would you mind showing me how you work the new system? I'll understand it more quickly if I see it."	"Thanks for your help. I feel a lot better. I'll find a time that works for us both."
"Do you have time to talk later about a work problem I'm having?"	"I'm wondering if you could help me."	"They cover a lot in the meetings, and I have a hard time keeping track of the details. I'm worried I'll miss something important."	"I've noticed you take great notes during the meetings. Would it be OK if I check in with you if I need a refresher?"	"Those tips are great – thanks for sharing them. I'll let you know how it goes."