





Difficult Conversations™ Preparation Worksheet

The "Facts"

Understand Each Other's Stories		Contributions, Impacts & Intentions		
<p>My story: <i>What are the issues from my point of view?</i></p>	<p>Their story: <i>What might be the issues from their point of view?</i></p>	<p>Their contribution: <i>How have they contributed to the current situation?</i></p>	<p>Impact on me: <i>What impact has this situation had on me?</i></p>	<p>Their intentions: <i>What might their intentions have been?</i></p>
				
<p>Data?</p>	<p>Data?</p>	<p>My contribution: <i>How have I contributed to the current situation?</i></p>	<p>My intentions: <i>What were my intentions?</i></p>	<p>Impact on them: <i>What impact has this situation have had on them?</i></p>
				

Difficult Conversations™ Preparation Worksheet

The Feelings Conversation		The Identity Conversation		Choosing My Purpose
<p>My feelings: <i>How do I feel about this situation?</i></p>	<p>Their feelings: <i>What might they be feeling?</i></p> <p><i>Which Core Concerns might be implicated for them?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Autonomy <input type="checkbox"/> Affiliation <input type="checkbox"/> Appreciation <input type="checkbox"/> Role <input type="checkbox"/> Status <input type="checkbox"/> Fairness 	<p>My self-image: <i>What do I fear this situation says about me?</i></p>	<p>Their self-image: <i>What might this situation say about them that would be upsetting to them?</i></p>	<p>My purposes for having a conversation: <i>What do I hope to accomplish in this conversation?</i></p>
<p><i>Which feelings make sense to share?</i></p>	<p><i>What can I do or say to help build our relationship?</i></p>	<p><i>What's true about this?</i></p> <p><i>What's not?</i></p>	<p><i>What can I say or do to avoid triggering their identity?</i></p>	<p><i>What do I need to learn from them?</i></p> <p><i>What do I need to share with them?</i></p>