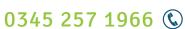


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## **Worksheet for Preparing to Enagage in a Difficult Conversation**

Step	What will you say? What will you do?
Spend some private time to identify the problem and acknowledge different points ofview.	
Be certain this is a problem that isworth addressing.	
Invite the other person to talk withyou.	
Start the conversation by     "seekingfirst to understand."	
5. Share your own point of view, your intentions, and your feelings.Use "I" statements. Take responsibility for your part.	
6. Talk about the future and what canhappen differently, so you don't end up in the same place.	
7. Thank the other person for talking with you.	