

Difficult Conversation Preparation Worksheet

Preparing for a difficult conversation is crucial for achieving a positive outcome. Take the time to reflect and write out your answers to gain insights.

Person you want to talk with: _____

IDENTIFYING THE PROBLEM

1. What is the problem from your perspective?

- Describe the issue as you see it. Be specific about the behaviors, actions, or events that are problematic.

- _____
- _____
- _____
- _____
- _____

2. What thoughts and feelings does this situation evoke?

- Reflect on how this issue affects your thoughts and emotions regarding the situation, the other person, and yourself.

- _____
- _____
- _____
- _____
- _____

3. How do you think the other person would describe the problem?

- Consider their perspective. If they don't see it as a problem, how might they react when you bring it up? What might they say or think?

- _____
- _____
- _____

CONTRIBUTING FACTORS

1. Are there any current or past events that might be influencing your feelings about this situation?

- Reflect on any relevant personal history or recent events that could be contributing to your current feelings.

- _____
- _____
- _____
- _____

2. Is there any past history or recent events that may be influencing the other person's behavior?

- Consider any factors in their history or recent events that could be affecting their actions or reactions.

- _____
- _____
- _____
- _____

Additional Notes or Reflections:

- Use this space to jot down any other thoughts, feelings, or observations that might be relevant to the conversation.

- _____
- _____
- _____

Taking time to thoughtfully prepare for your conversation can lead to more constructive and effective communication.