



Difficult Conversation Prep Sheet

The key to initiating difficult conversations is to remain outcome-focused and to avoid emotional venting. Use this worksheet to help yourself distinguish between what is crucial and what is merely annoying; what will help another person change and what will only help you vent.

What is the outcome I want to result from this conversation?

What is non-negotiable? What is a preference?

What can I affirm in the other person? How might I communicate respect?

What's the worst case scenario?

What will be my communication strategy?

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