

Conversation Preparation Planner

Use this worksheet to prepare for a productive and respectful conversation when facing conflict.



Consideration	Details
What is the purpose of the conversation? (e.g., resolving a misunderstanding, setting a boundary)	
What is the core issue ?	
How has this situation impacted you and others?	
What might influence the other person's perspective ? (e.g., beliefs, emotions, stress levels)	
What concerns do you have about this conversation?	
What is your desired outcome ?	
How will you recognize when it's time to pause ? If emotions escalate, take a break and revisit the conversation later.	
When and where would be the best time to talk?	
How will you start the conversation? Here are some ideas: <ul style="list-style-type: none"> • "I'd like to understand your perspective on _____" • "I think we may see this differently — can we talk about it?" • "Can we work together to find a solution that works for both of us?" 	