

REFLECT AND PREPARE

It is important to reflect and prepare when deciding if, when, and how to discuss something difficult. Use the following reflection prompts to consider how best to approach a conversation. Give yourself time to be truly honest about your own fears, excuses, and hesitations while thinking through some of the possible dynamics.

SETTING INTENTION

Why should I bring this up?

- x What do I want to achieve?

CONSIDER YOUR DIFFICULT CONVERSATION

What other ways could I look at this situation?

- x How might my perspective about this be incomplete? Is there something I might not know about what is going on? What might I be wrong about in this?
- x How much of what is going on could be considered healthy disagreement (different ideas or approaches that can be held with respect)?
- x What else is happening at work or on the team that is impacting us right now (work

How much?