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| 1. **NAME** of the resource / tool
 | **Preparing for Difficult Situations – A Worksheet** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This worksheet can be used as a journaling exercise to help improve one’s ability to regulate emotions, navigate difficult situations and manage conflict. It is designed to cultivate greater self-awareness, a more grounded and calm thought process, and better awareness of not only the environment around your but also the needs of other you are interacting with.  |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | The worksheet is based on exercise that is featured in *Show Up as Your Best Self: Mindful Leaders, Meditation & More* by Cathy Quartner Bailey with Zinnia Horne. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | The worksheet can be used as:* A journaling exercise.
* A facilitated group meditation exercise with individual reflection followed by sharing with the full group using the post-exercise questions as prompts.

Recommended Preparation or Training:* There is no pre-requisite for individual use, although it may be beneficial if the user has some familiarity with meditation, self-reflection and/or mindfulness practices.
* For group facilitators, prior training / experience in both utilizing and leading meditation and mindfulness practices is highly recommended.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Community change work involving groups often gives rise to disagreements and conflict among people who either want or need to work together to achieve common goals. Effectively managing conflicts that naturally arise due to different personalities, work styles. preferred strategies or past issues is key to obtaining collective success. Therefore, a tool that assists individuals in identifying how they can show up and communicate in ways that best serve the work and important partner relationships while minimizing fall out and ‘drama’ is especially beneficial. |

Review the following questions, thinking through and writing down your thoughts, to prepare for a difficult conversation or meeting. The questions are designed to help you strengthen relationships in ways that better support shared goals/work.

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| **1. How do I want to “show up”?** What are the 3 to 5 things I would like to hear my colleague say about me after the meeting? *(e.g., I listened, remained calm, was thoughtful in my responses, and brought a sense of humor to the meeting.)*  |  |
| **2. What do I want?** What is my goal for this meeting?  |  |
| **3. What does the other person want?** What does a successful meeting look like from my colleague’s point of view?  |  |
| **4. What is best for the relationship?** What can I say or do to enhance this relationship with my colleague and build more trust?  |  |
| **5. What is best for the work?** What might I be willing to either agree to OR let go of in the short term to achieve greater benefit for the work? |  |
| **6. How do I minimize drama?** What do I need to refrain from saying that might make the other person feel triggered or defensive? |  |
| **7. How do I remain calm?** What could the other person say that might make me feel defensive? How will I prepare myself so that I don’t go into reactive mode during the meeting? If I do get triggered, how will I get centered again? *(e.g., suggest coffee or bathroom break).*  |  |

*In a situation of potential conflict, let compassion guide you. – Sharon Salzberg*