

Conflict Work-Through Form

Purpose:

This form is designed to help you think clearly and prepare before engaging in a difficult conversation.

Master Tip:

The form might seem long.

But 30 minutes spent thinking through a conflict properly can save weeks or months of stress from a conversation that aggravates instead of solving the situation.

Your Name: _____

Date: _____

Conflict / Situation: _____

Section 1: Understanding the Facts & Desired Outcomes

What is the conflict about? (Facts)

Is this issue important enough to require discussion, or can I let it go?

Has this issue occurred before? If yes, what happened previously?

What do I think the other person wants — and why?

What would an ideal outcome look like for me?

What are some possible solutions or compromises that could address both our needs?

Section 2: Emotional Check-In (My Perspective)

What is my current opinion of the other person – and why? (Positive, Negative, Neutral)

What exactly do I fear in this conflict? (e.g., confrontation, damaging the relationship, negative outcome, harm, etc.)

What exactly do I feel about their actions / request / stance?

How would I respond if the same situation/request came from a close friend or someone I respect?

How can I approach this conversation more calmly, fairly, and without bias?

Section 3: Perspective & Long-Term Thinking

What would someone I respect (a mentor, colleague, friend) suggest I do in this situation?

Can I seek advice from someone for a fresh perspective before the conversation? If yes, from whom?

What will happen if the issue remains unresolved?

Thinking long-term, would I handle this situation differently in the future?

Section 4: Preparing for the Conversation

What will be my opening approach or statement?

What is the best time and place for this conversation?

What questions can I ask to better understand the other person's perspective?

Would involving a neutral third-party help keep the discussion balanced and constructive?

What boundaries can I set for myself during the conversation? (e.g., staying calm, not interrupting, sticking to facts, even postponing the issue to a later date, letting it remain unresolved)

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The above are guidelines — not rules.

Use what helps you think more clearly, reduce emotional reactivity, and approach the conflict more constructively.