

Difficult Conversation Prep Sheet

You do not need perfect words. You only need more clarity before the conversation begins.

Before the conversation

1. What conversation am I avoiding?
Write down the conversation you keep postponing or replaying in your head.
2. Why does this conversation feel difficult?
What feels emotionally heavy, uncomfortable or uncertain?
3. What am I actually afraid might happen?
Conflict, disappointment, tension, being misunderstood or damaging the relationship?
4. What might the other person be experiencing right now?
What pressures, emotions or concerns could they be carrying?
5. What might the other person need from this conversation?
Clarity, honesty, reassurance, boundaries, feedback, support, accountability or understanding?

Clarity before communication

6. What outcome do I actually want?
What would a healthier or more constructive outcome look like?
7. What would clear and calm communication look like here?
Think about tone, pace, wording, openness and emotional regulation.
8. What part of this conversation can I control?
And what part can I not control?
9. What would help me stay grounded?
Slow down, listen fully, breathe before reacting or ask questions instead of assuming.
10. What is one thing I want to remember before the conversation begins?

Difficult conversations can become clearer, calmer and more human when we prepare differently.