

The Hard Conversation Script

Prepare for one conversation with facts, a clear request, and room for the other person's answer.

Illustrative example: "We changed the deadline twice this week. I need time to review the work. Can we agree on a final date today?"

1. What happened? Write what someone else could have observed.

2. Why does it matter to you? Avoid guessing the other person's intent.

3. What are you asking for? Write one direct request.

4. How will you open? What do you want to understand from their side?

Give the move a place in your week.

Choose an action, give it a time, and leave room to adjust. You can return to this sheet after the attempt.

Name (optional)

Date

My action: what will I do?

My planned time: when and where?

My smaller fallback: what can I try if the original plan is too much?

My review date: when will I look back?

After the attempt: what happened, and what will I adjust?

Keep this for yourself. You do not need to send your answers anywhere to use this resource.